BrightWork webinars

4 Easy Ways to Manage Your Project Schedule with SharePoint

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QUICK POLL

Are You Using SharePoint for Project Management?

BrightWork

Projects . Portfolios . SharePoint .

Start managing projects with best-practice templates and dashboards.

Evolve project management with one complete SharePoint solution.

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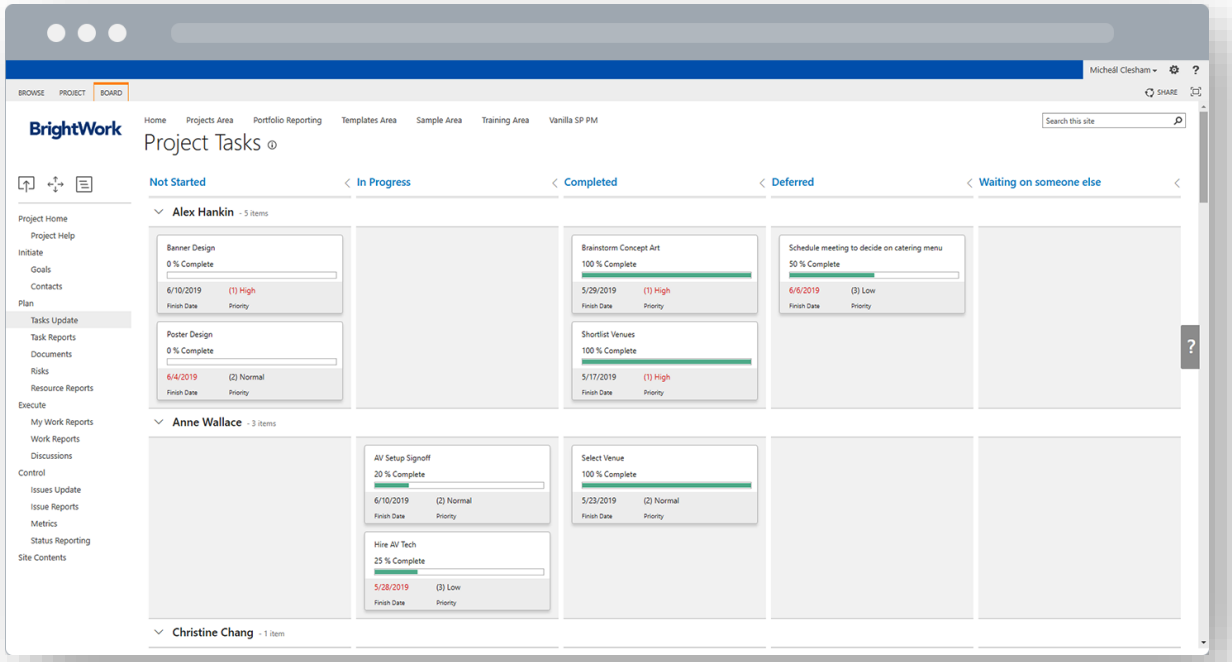
Some of the companies we work with and have provided Project Management Solutions

Agenda

- Create a **work breakdown structure** with a SharePoint task list.
- Calculate and update the timeline with the **In-browser Task Scheduler.**
- Track progress with the **Task Reports**.
- Use the **sync with MS Project** for complex schedules.



Before you develop your Project Plan

Gather Inputs from your team
Refer to the project Statement to understand the scope and goals of the project, resources, stakeholder expectations, and proposed schedules.

Identify who is responsible for the deliverables, tasks and phases.

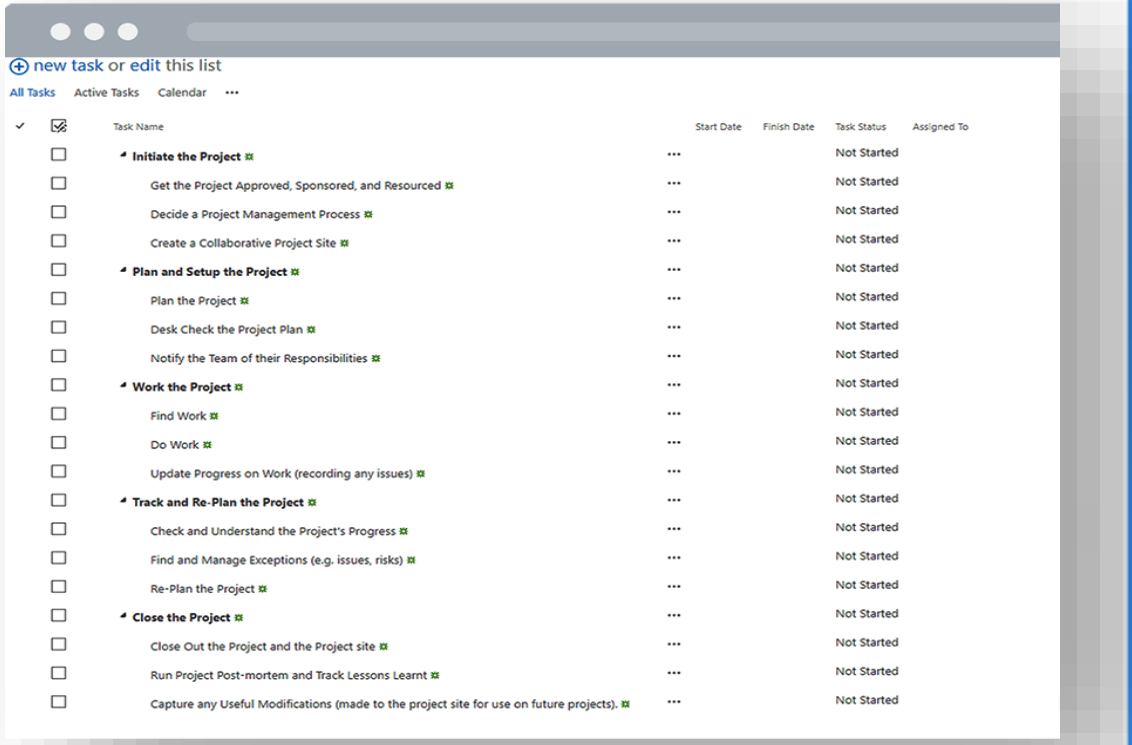
Plan milestones and stages
Having consulted your team you can plot key milestones and project phases.

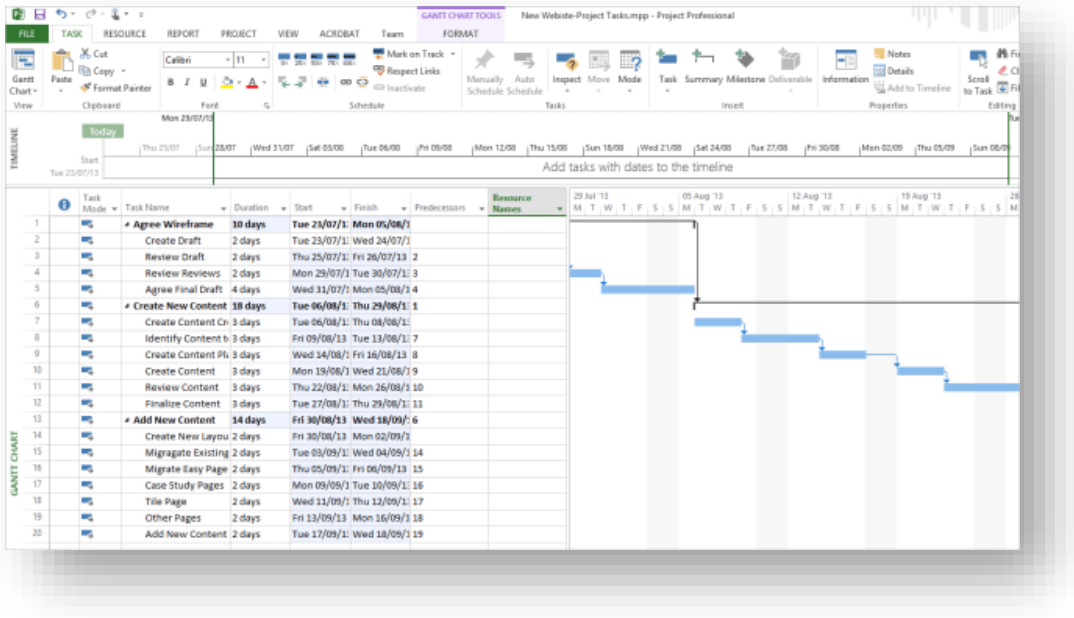
These can track your progress and keep your team motivated.

Managing the Work Breakdown Structure

Using the Out of the Box Web Part you can do the following:

- Add key information such as description, owner, start and finish date, status.
- Create sub-tasks.
- Add tasks and milestones to a timeline.
- Edit tasks individually or in bulk.
- View tasks on a Gantt chart.
- Use pre-built views such as Late Tasks and My Tasks.
- Sync tasks to Outlook.
- Set alerts on the list.
- Send email notifications to team members when they are assigned a task.





Common Scheduling Mistakes

Ensuring all items are present
In order for the scheduler to work you must have 3 items present in your task list – Task Name, Duration, and Predecessors

Not calculating the schedule
Once the schedule is added, the Project Manager can forget to '*Calculate Schedule*' to see the task dates waterfall down the schedule

Change *duration*, not end dates
When schedule has been initially set up and dates are entered if a change needs to be made to a date use the Duration to move out the tasks instead of just entering the date. When the timer runs nightly it will re-calculate your schedule and you will lose your manually entered date.

Microsoft Project
Make sure you are launching MS Project from BrightWork. Our schedule is in a library on the site so it will publish to the correct Task List and also has the macros needed to make it work properly.

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QUESTIONS?
Use the Question pane in GoToWebinar to ask questions

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THANK YOU

Talk to our Solution Specialists about your project management needs

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APPENDIX

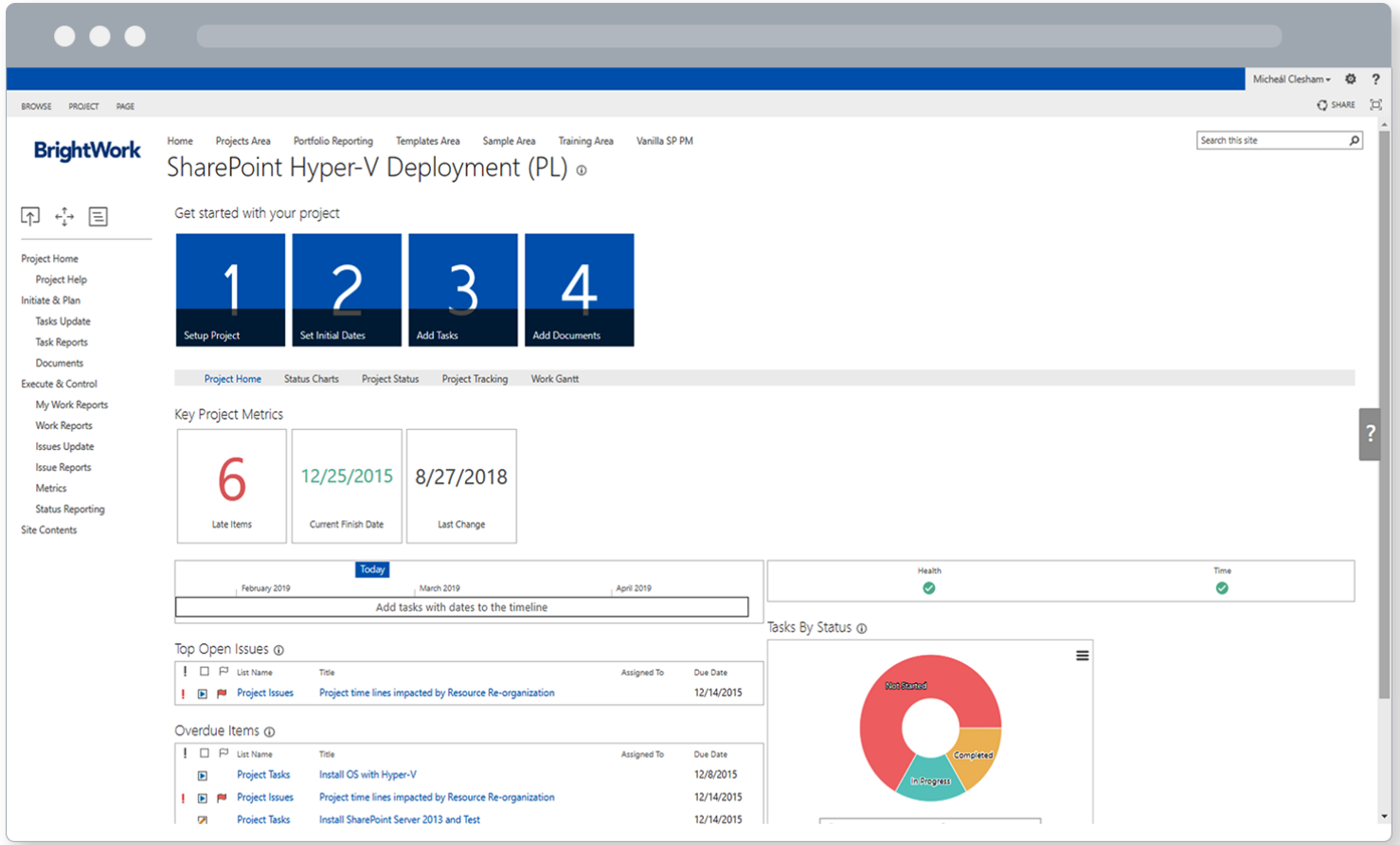
- BrightWork model explained

PROJECTS

Start with Standardized Project Management Templates

BrightWork includes a range project management templates that help you get projects started the right way every time, with the right amount of project management for the project and team in question.

Increase productivity by centralizing all project information into a single, cohesive tool.



PROJECTS

Collaborate with a Team-focused Project Site

Team members can find, do and report on their work in a team-focussed project site with BrightWork.

Manage your schedule with instant visibility into project and non-project tasks.

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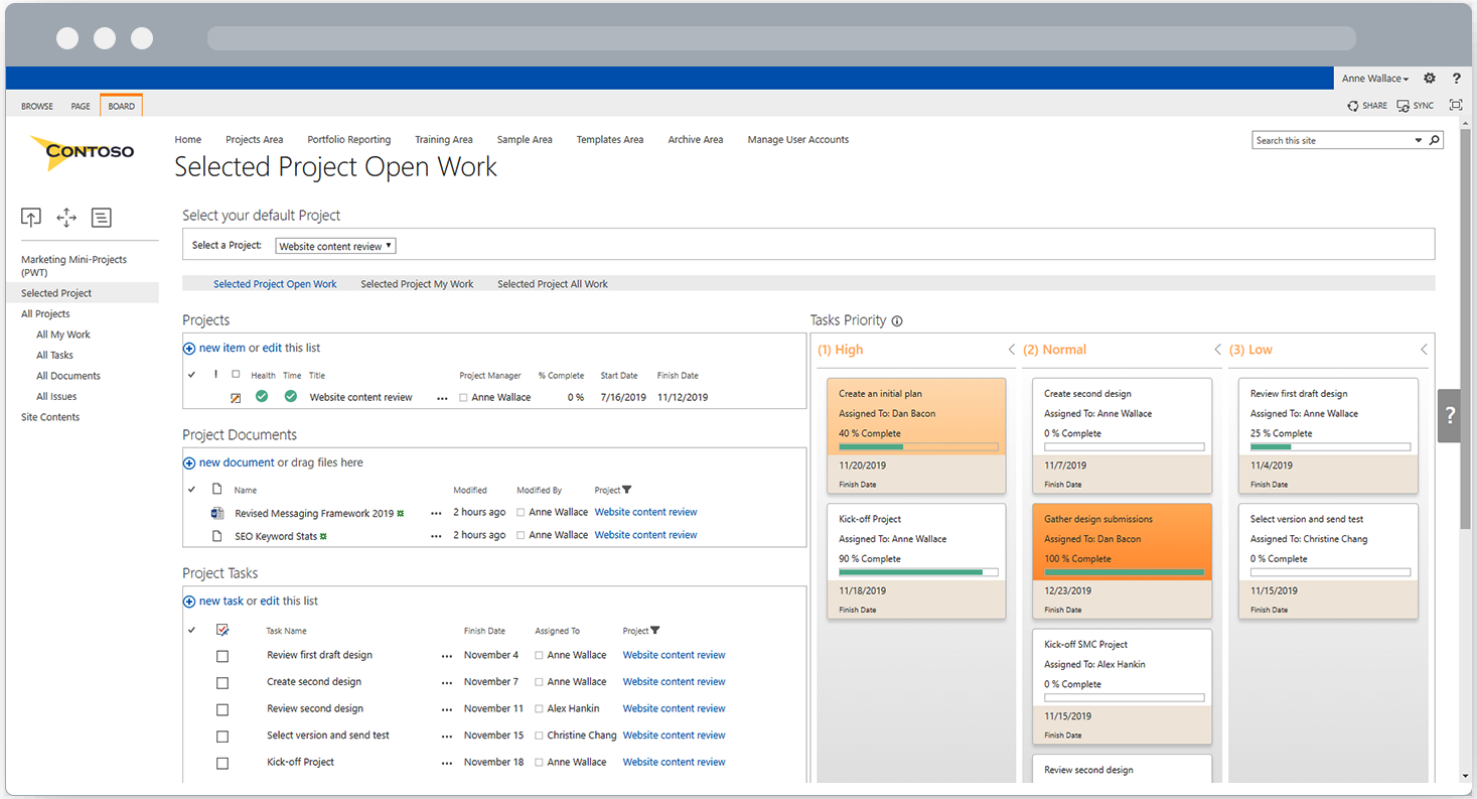
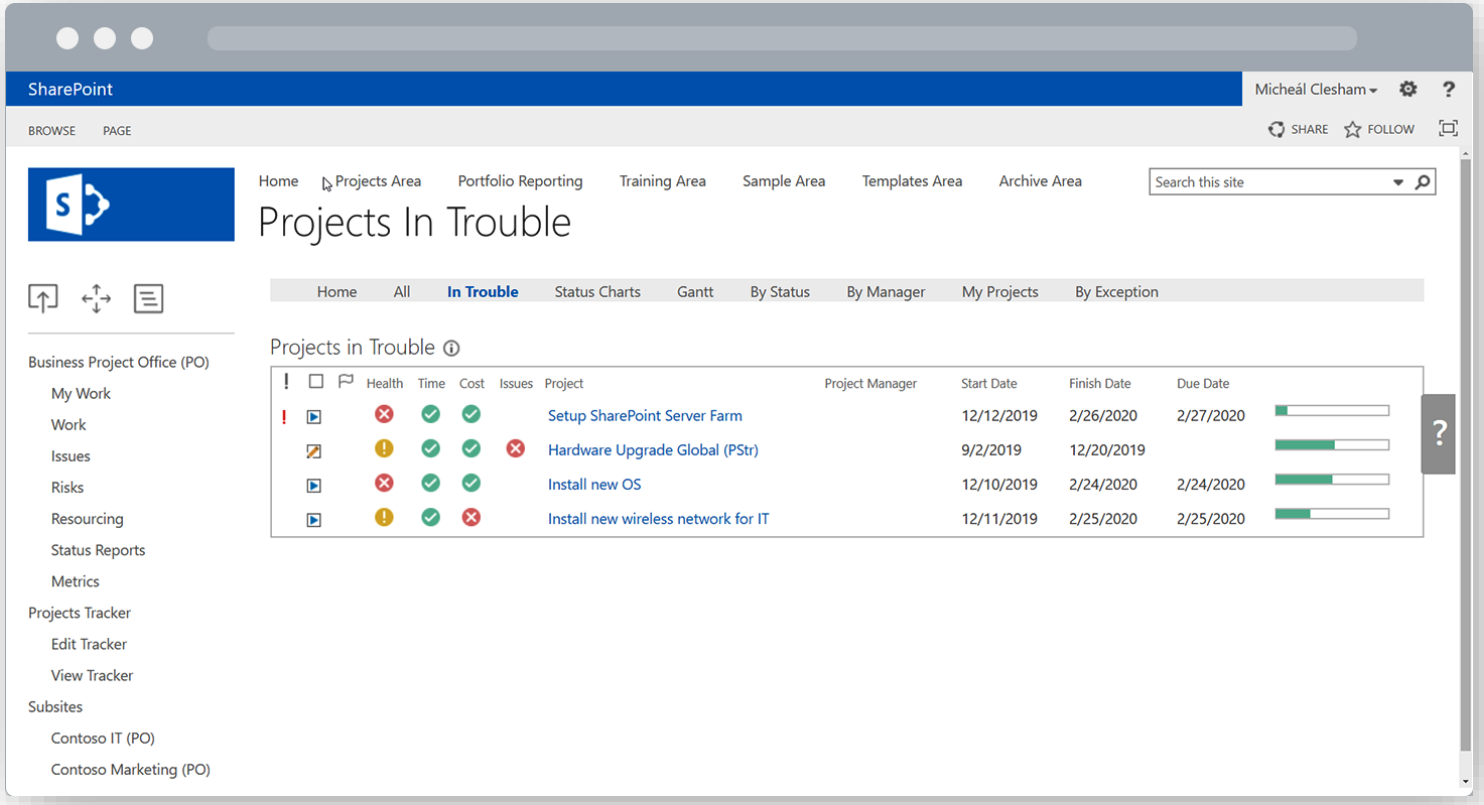


PROJECTS

Track and Share Progress with Automated Reports

Project Managers spend too much time on administration instead of the project itself!

BrightWork templates come with automated reporting and dashboards to provide project visibility to the people who need it.

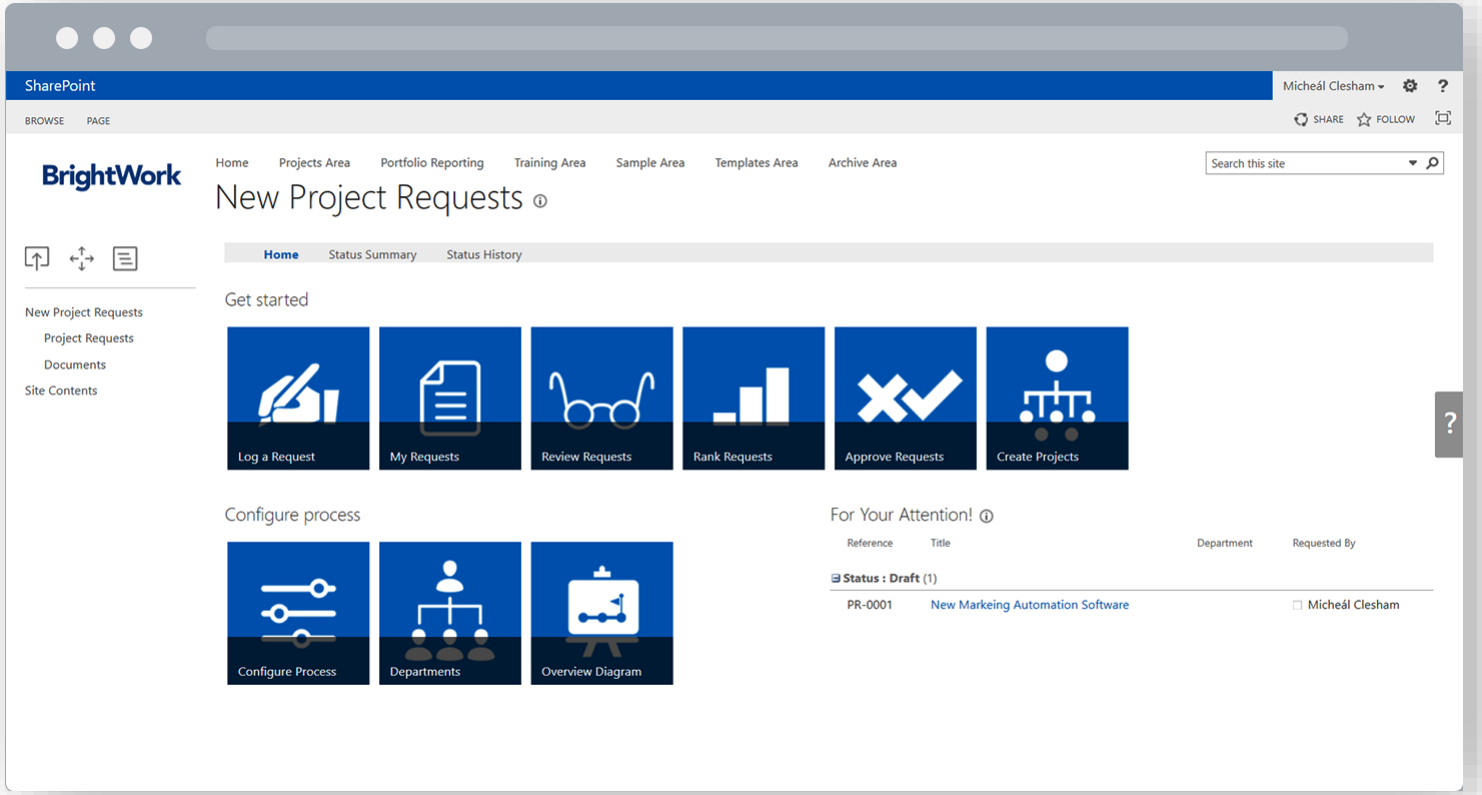


PORTFOLIOS

Approve with Scalable Project Request Management

BrightWork gives you a simple process for deciding which projects get approved and automatically creates the new project site.

Develop a transparent ranking process to ensure alignment with business objectives

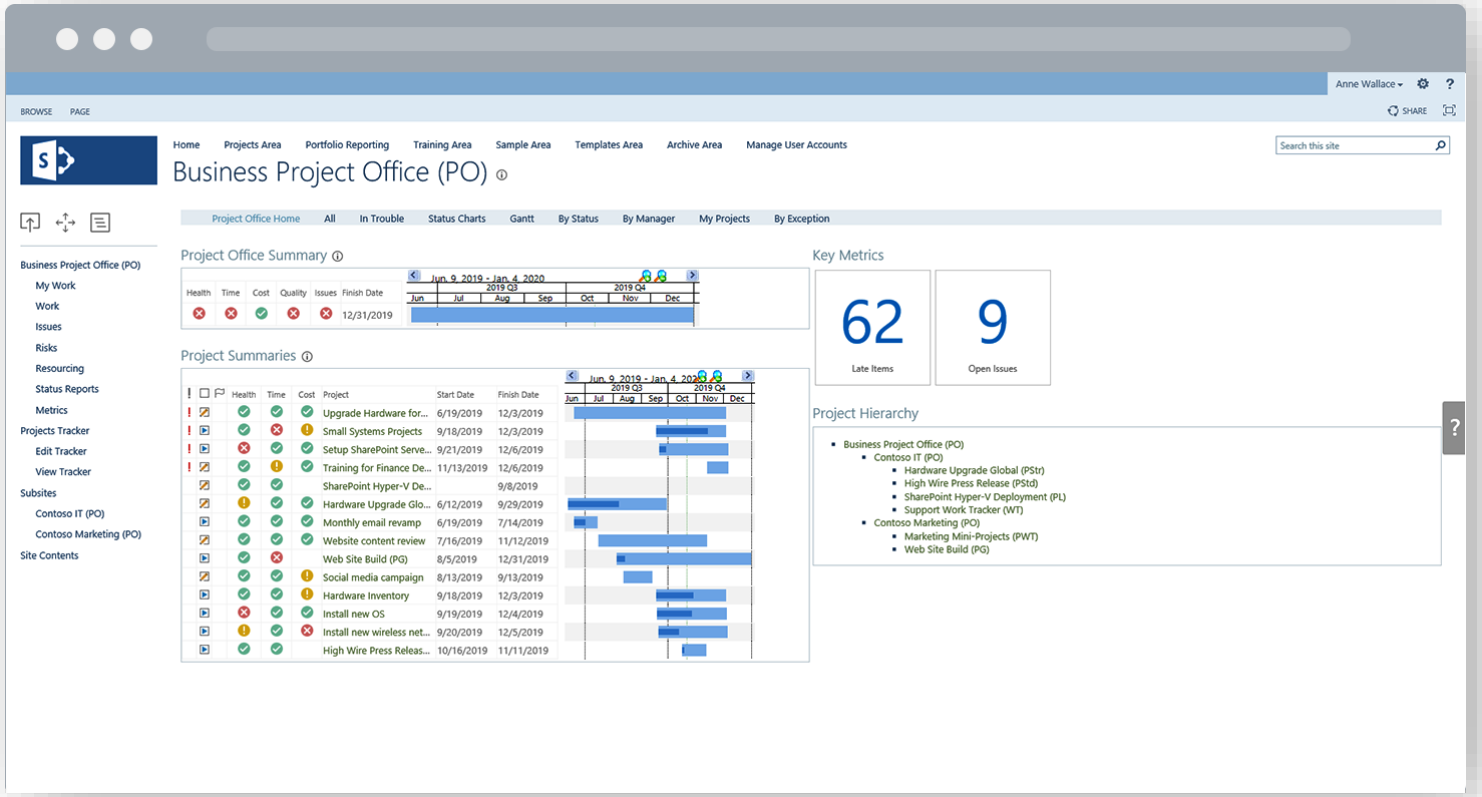


PORTFOLIOS

Track with Real-Time Portfolio Dashboards

BrightWork reporting dashboards allow you to quickly track the health and progress of all projects across the organization.

Get visibility and drill into the detail of specific projects.

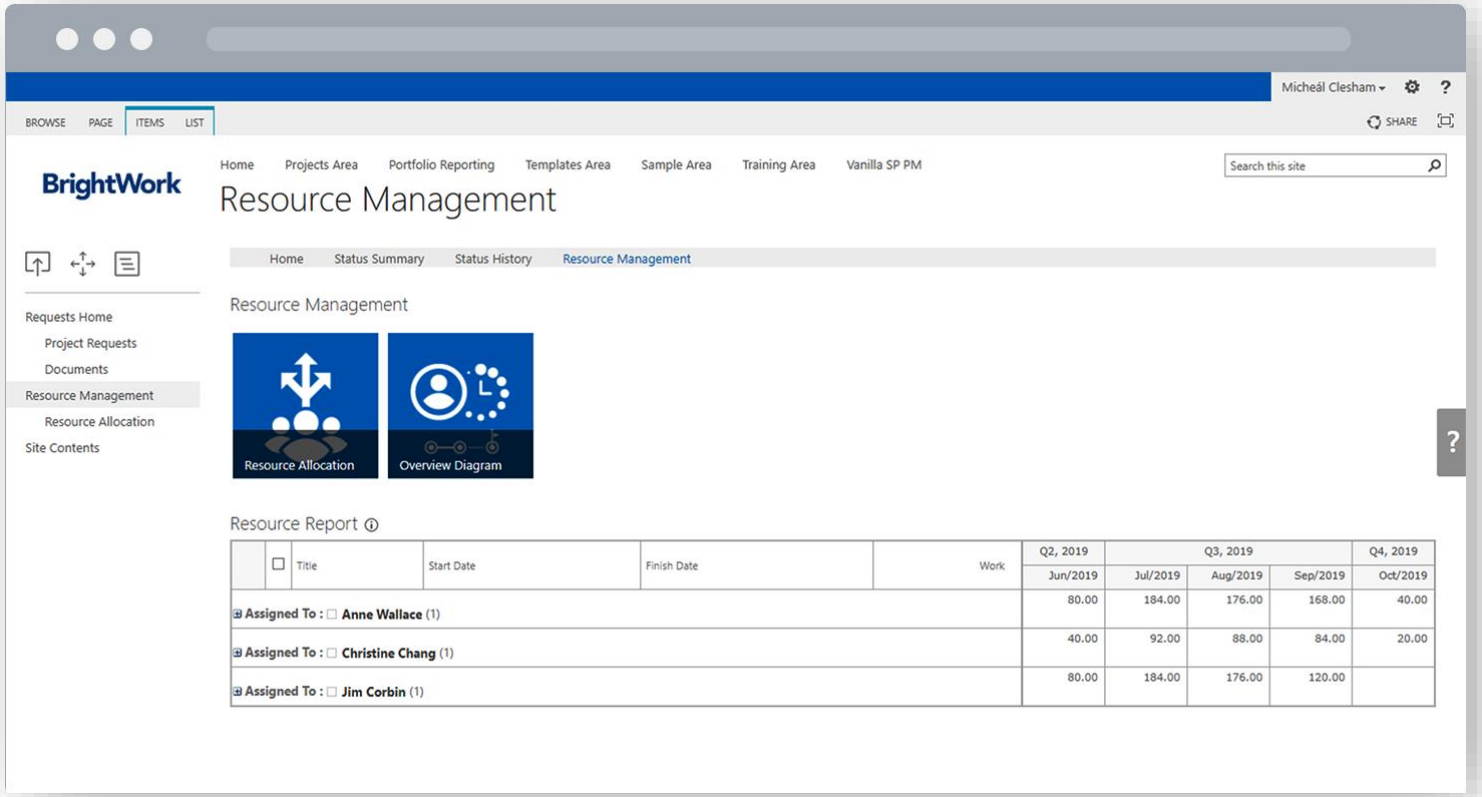


PORTFOLIOS

Allocate with High-Visibility Resource Management

Simple resource reports help you track and forecast resource allocation to make sure you have optimal resource utilization across projects.

Prevent burnout and boost team morale with more transparency around workloads and commitments.

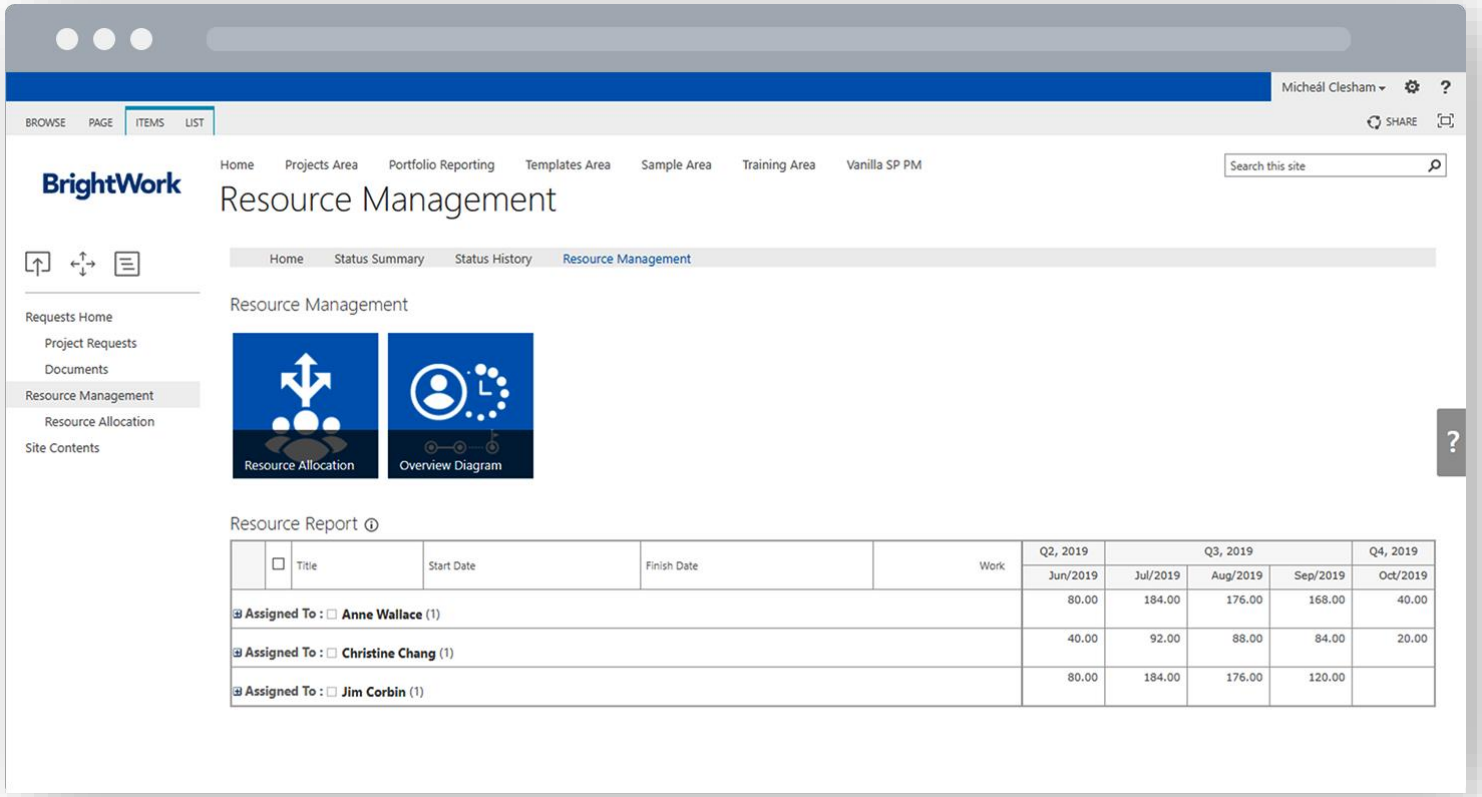


SHAREPOINT

Deploy with a Low IT Burden

As BrightWork is built on the industry SharePoint platform, organizations can leverage existing and investments in infrastructure and training.

Reduce the learning curve and accelerate user adoption with a familiar environment.

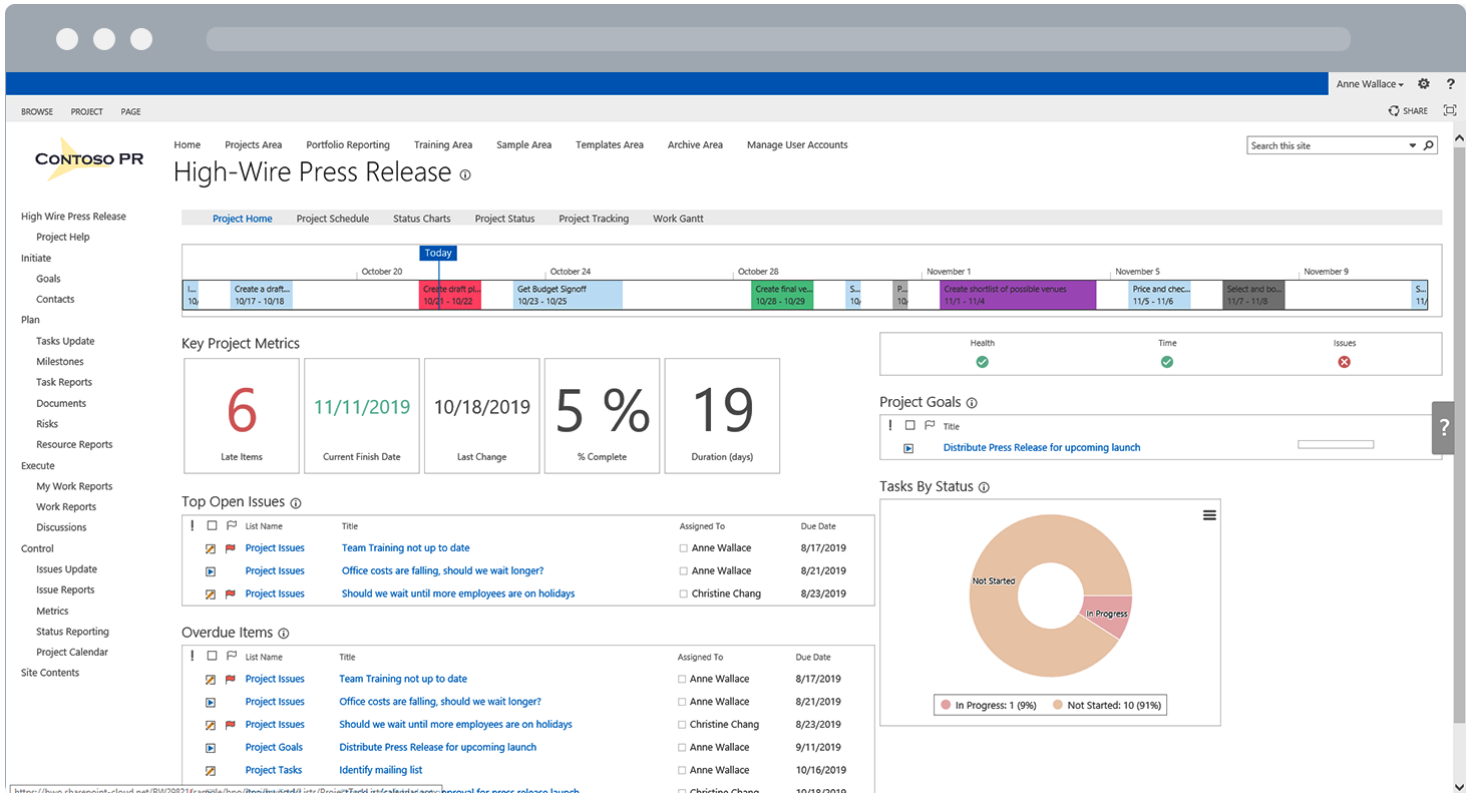


SHAREPOINT

Start with local, best-practice templates and BrightWork Assistance.

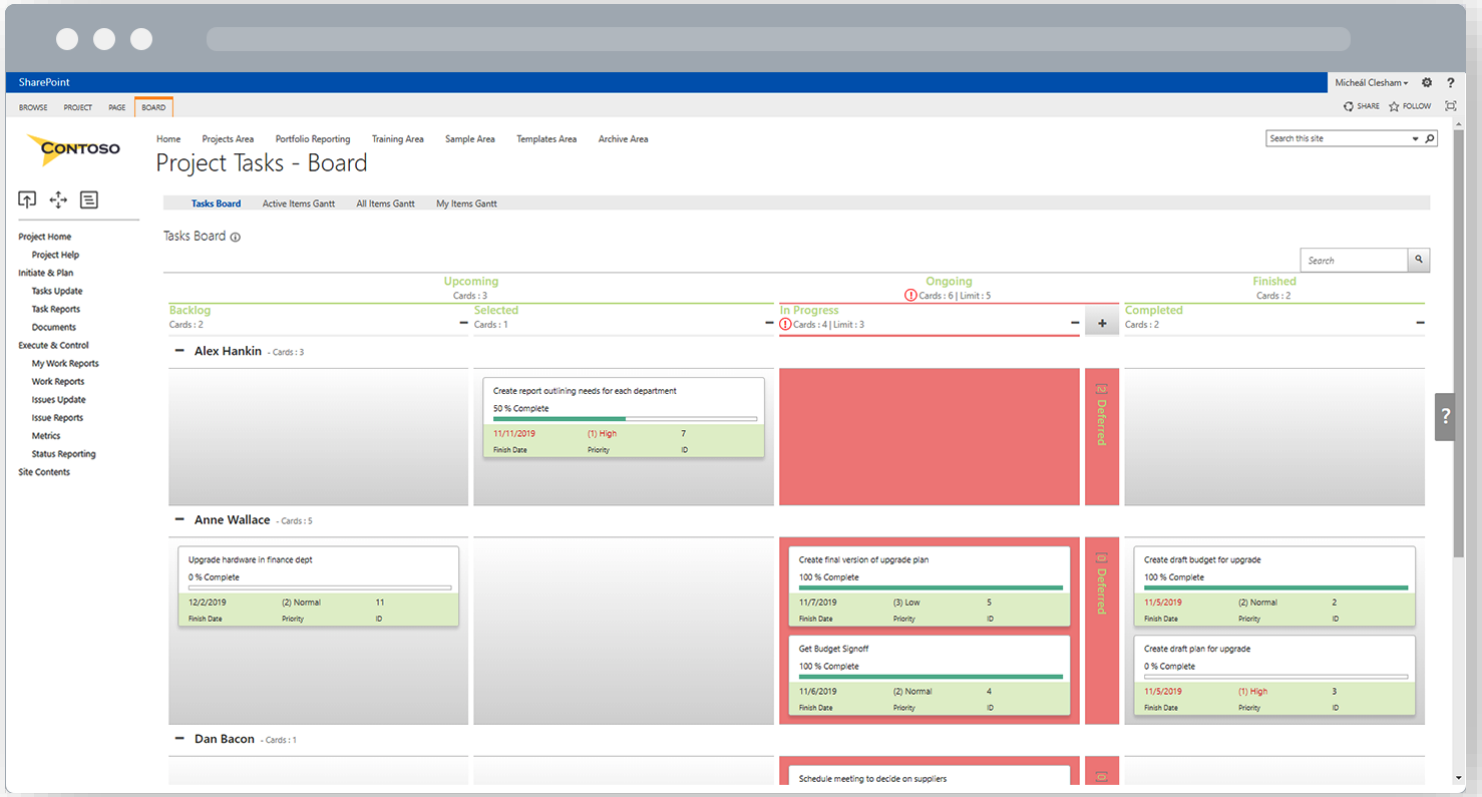
Taking a template based approach to projects makes it easy to improve project standards.

Reduce resistance to change with training resources for new project managers and team members.



SHAREPOINT
Evolve with Easy-To-Configure Templates

Easily create, use, reuse, and update your project management best-practices on an organizational scale.

Expand BrightWork into new teams and departments without any impact on performance or reporting.

Evolve to the desired level of organizational project management quickly and easily.