

microsoft sharepoint project management template

Microsoft SharePoint Project Management Template: Streamlining Your Workflow

microsoft sharepoint project management template is quickly becoming a go-to solution for teams looking to organize, collaborate, and track their projects with ease. If you've ever found yourself juggling multiple tools, struggling to keep everyone on the same page, or drowning in disorganized spreadsheets, SharePoint's templates offer a breath of fresh air. They simplify the complexities of project management by providing a structured, customizable framework right within the Microsoft ecosystem.

In this article, we'll explore how leveraging a Microsoft SharePoint project management template can transform your project workflows, enhance collaboration, and keep your team aligned from kickoff to delivery.

What is a Microsoft SharePoint Project Management Template?

At its core, a Microsoft SharePoint project management template is a pre-built, customizable layout designed to manage the various aspects of a project. These templates come equipped with features such as task lists, timelines, document libraries, calendars, and status tracking tools—all integrated into a single SharePoint site.

Unlike traditional project management software that often requires separate installations or subscriptions, SharePoint templates work seamlessly within the Microsoft 365 environment, meaning your team can collaborate in real time using familiar tools like Outlook, Teams, and OneDrive.

Key Features of SharePoint Project Management Templates

A typical SharePoint project management template includes:

- **Task Management:** Assign tasks, set due dates, priorities, and track progress.
- **Document Libraries:** Centralized storage for all project-related files, ensuring everyone accesses the latest versions.
- **Calendars:** Visualize deadlines, milestones, and meetings.
- **Issue Tracking:** Log and monitor project risks or blockers.
- **Communication Hub:** Integrate with Microsoft Teams or Outlook for seamless updates.
- **Reporting Dashboards:** Get insights on project status, resource allocation, and timelines.

These components work together to provide a comprehensive project overview, minimizing the need to toggle between multiple apps.

Why Choose a Microsoft SharePoint Project Management Template?

In today's fast-paced work environments, efficiency and clarity are paramount. SharePoint templates offer several advantages that make them particularly appealing for project teams.

1. Centralized Collaboration

One of the biggest challenges in project management is information silos. SharePoint eliminates this by acting as a centralized hub where all project data lives. Team members can upload documents, update task statuses, and comment directly within the platform, ensuring transparency and reducing miscommunication.

2. Customizability and Flexibility

Every project is unique, and SharePoint templates reflect that by allowing you to tailor the site to your team's needs. You can add or remove web parts, modify task categories, and even automate workflows using Power Automate, making it adaptable for projects ranging from simple task tracking to complex multi-phase initiatives.

3. Seamless Integration with Microsoft 365 Tools

If your organization already uses Microsoft 365, adopting SharePoint project management templates is a natural extension. Integration with Outlook calendars, Teams chats, and OneDrive storage ensures your project management environment stays connected with the rest of your work tools.

How to Use a Microsoft SharePoint Project Management Template Effectively

Implementing a SharePoint template is more than just clicking "create." To maximize its benefits, consider these best practices.

Set Clear Project Objectives and Structure

Before diving into the template, outline your project goals, deliverables, and timelines. This clarity helps you customize the template sections accordingly. For example, if your project requires frequent stakeholder updates, ensure the reporting dashboard is prominently featured.

Define Roles and Permissions

SharePoint allows you to set granular permissions, so team members only see and edit content relevant to their roles. This prevents accidental changes and keeps sensitive information secure.

Utilize Task Dependencies and Alerts

Use task dependencies to map out the sequence of activities. Additionally, set up automated alerts and reminders to keep the team on track, reducing the chances of missed deadlines.

Regularly Update and Review Project Data

The template's effectiveness depends on accurate, up-to-date information. Encourage team members to log progress and update task statuses frequently. Schedule periodic reviews to analyze project health and adjust plans as needed.

Popular Microsoft SharePoint Project Management Templates

Microsoft and third-party providers offer a variety of templates tailored to different project types and industries.

Team Collaboration Template

Ideal for small to medium teams, this template focuses on task lists, calendars, and discussion boards, helping teams collaborate on daily activities without the complexity of larger project management tools.

Project Tracking Template

This template emphasizes status reports, milestones, and issue tracking, perfect for projects requiring close monitoring and frequent stakeholder communication.

Agile Project Management Template

Designed with scrum teams in mind, it includes boards for sprint planning, backlog management, and burndown charts, integrating Agile methodologies within SharePoint.

Tips for Customizing Your SharePoint Project Management Template

To make your SharePoint project management template truly work for your team, consider these customization tips:

- **Add Visual Elements:** Incorporate charts, graphs, and color-coded status indicators to make data easier to interpret at a glance.
- **Automate Routine Tasks:** Use Power Automate to send notifications, update statuses, or create tasks automatically based on triggers.
- **Integrate with Power BI:** For advanced reporting, embed Power BI dashboards that pull data from your SharePoint lists.
- **Enable Mobile Access:** Ensure your SharePoint site is optimized for mobile devices so team members can update tasks on the go.
- **Incorporate Feedback Loops:** Use forms or surveys within SharePoint to collect team input and continuously improve your project processes.

Common Challenges and How to Overcome Them

While Microsoft SharePoint project management templates offer robust functionality, some users encounter hurdles during implementation.

Complexity for New Users

SharePoint's flexibility can be overwhelming initially. To ease the learning curve, offer

training sessions or create simple user guides tailored to your team's workflows.

Customization Overload

It's tempting to add every feature imaginable, but too many customizations can clutter the workspace and confuse users. Focus on essential tools that directly support your project goals.

Integration Pitfalls

Sometimes, automations or third-party integrations may not work seamlessly. Test integrations thoroughly before rolling them out and have backup manual processes during transitions.

Enhancing Project Visibility with SharePoint

One of the standout benefits of using a Microsoft SharePoint project management template is the increased visibility it provides across all project dimensions. Managers can track progress in real time, identify bottlenecks early, and allocate resources more effectively. Team members, on the other hand, have a clear understanding of their responsibilities and deadlines, which fosters accountability and motivation.

By setting up dashboards that highlight key performance indicators (KPIs), you can create a transparent environment where everyone understands how their contributions drive project success. This openness not only improves morale but also encourages proactive problem-solving.

Final Thoughts on Microsoft SharePoint Project Management Template

Adopting a Microsoft SharePoint project management template can significantly elevate the way your team handles projects. It blends powerful project tracking capabilities with seamless collaboration tools inside a secure and familiar platform. Whether you're managing a straightforward project or orchestrating a complex delivery, SharePoint's templates provide a flexible foundation that grows with your needs. The key is to approach setup thoughtfully, customize wisely, and keep communication flowing.

Harnessing the full potential of SharePoint's project management templates means less time wrestling with disorganized information and more time driving projects forward successfully.

Frequently Asked Questions

What is a Microsoft SharePoint project management template?

A Microsoft SharePoint project management template is a pre-designed site or framework within SharePoint that helps teams plan, track, and manage projects efficiently by providing built-in tools such as task lists, calendars, and document libraries.

How can I use a SharePoint project management template for my team?

You can use a SharePoint project management template by creating a new site based on the template, then customizing it to fit your project needs. It allows your team to collaborate, assign tasks, track progress, and store project documents all in one centralized location.

Are there free Microsoft SharePoint project management templates available?

Yes, Microsoft offers several free project management templates within SharePoint Online, and there are also many community-created templates available that can be imported or customized to suit your project requirements.

Can I integrate Microsoft Planner with SharePoint project management templates?

Yes, Microsoft Planner can be integrated with SharePoint project management templates to enhance task management capabilities. You can embed Planner boards into SharePoint pages to provide a visual task tracking experience alongside other project resources.

What are the benefits of using SharePoint project management templates over traditional project management tools?

SharePoint project management templates offer centralized document management, seamless collaboration with Microsoft 365 tools, customizable workflows, and real-time updates, making it easier for teams to stay aligned compared to standalone project management software.

How customizable are Microsoft SharePoint project management templates?

Microsoft SharePoint project management templates are highly customizable. You can add or remove web parts, modify lists and libraries, create custom workflows, and adjust

permissions to tailor the template to your specific project management processes.

Additional Resources

Microsoft SharePoint Project Management Template: Streamlining Collaboration and Task Tracking

microsoft sharepoint project management template has emerged as a pivotal tool for organizations aiming to enhance their project workflows within the Microsoft 365 ecosystem. As businesses increasingly rely on integrated platforms to manage complex projects, SharePoint's customizable templates offer a structured yet flexible framework to centralize documentation, track progress, and facilitate team collaboration. This article delves into the functionalities, advantages, and considerations surrounding the use of Microsoft SharePoint project management templates, providing a comprehensive overview for professionals exploring efficient project management solutions.

Understanding Microsoft SharePoint Project Management Templates

Microsoft SharePoint is a web-based collaborative platform that integrates seamlessly with Microsoft Office and other Microsoft 365 services. At the heart of its project management capabilities lies a variety of pre-built and customizable templates designed to help project managers organize tasks, documents, timelines, and communication channels in a single unified environment.

A Microsoft SharePoint project management template essentially provides a ready-made site or workspace configured with lists, libraries, workflows, and web parts tailored to project needs. These templates can range from simple task trackers to more elaborate project sites featuring Gantt charts, issue tracking, and resource allocation tools.

Core Features of SharePoint Project Management Templates

One of the critical strengths of SharePoint project management templates is their ability to integrate multiple project components into one platform:

- **Task Management:** Templates offer task lists with due dates, status indicators, priority levels, and assignment fields, enabling teams to monitor responsibilities effectively.
- **Document Libraries:** Centralized storage for project files ensures version control and easy access, reducing duplication and miscommunication.

- **Calendar Integration:** Project timelines and milestones can be mapped using built-in calendars synchronized with Outlook.
- **Issue Tracking:** Many templates include lists to log and track project risks or problems, fostering proactive resolution.
- **Customizable Workflows:** Automated alerts, approvals, and status updates help maintain project momentum without manual oversight.

These features empower teams to maintain visibility over project progress, enhance accountability, and streamline communication.

Comparing SharePoint Templates to Other Project Management Tools

While Microsoft SharePoint offers robust project management templates, it is essential to contextualize them alongside dedicated project management software such as Microsoft Planner, Trello, or Asana. Unlike standalone project management platforms, SharePoint excels in document management and integration with other Microsoft 365 services but may require more configuration to match the intuitive user experience of specialized tools.

For instance, Microsoft Planner is often preferred for lightweight task tracking with visual boards, whereas SharePoint suits organizations requiring extensive document collaboration and custom workflow automation. SharePoint's strength lies in its ability to serve as a comprehensive project hub, especially for enterprises already embedded in the Microsoft ecosystem.

Customization and Scalability

One notable advantage of SharePoint project management templates is their high degree of customization. Organizations can tailor sites to reflect unique project methodologies, whether Agile, Waterfall, or hybrid approaches. The platform supports the addition of custom lists, metadata, Power Automate workflows, and integration with Power BI dashboards to create a data-driven project environment.

Moreover, SharePoint's scalability means that templates can be adapted for projects of varying sizes—from small teams managing a single initiative to large-scale programs requiring complex coordination across departments.

Implementation Considerations

Despite its versatility, deploying a Microsoft SharePoint project management template

requires careful planning and user training. The initial setup can be time-intensive, especially for organizations unfamiliar with SharePoint's architecture. Admins must configure permissions, establish naming conventions, and develop workflows aligned with project goals.

Training is equally critical to ensure that team members leverage the platform effectively. Without adequate onboarding, users may find SharePoint's interface less intuitive compared to dedicated project management apps, potentially impacting adoption rates.

Pros and Cons of Using SharePoint Project Management Templates

- **Pros:**

- Seamless integration with Microsoft 365 tools such as Teams, Outlook, and OneDrive
- Robust document management capabilities with version control
- Highly customizable to fit diverse project management methodologies
- Supports automation through Power Automate and reporting with Power BI
- Scalable for projects of any size

- **Cons:**

- Steeper learning curve for users not familiar with SharePoint
- Requires administrative oversight for setup and maintenance
- Less visually intuitive compared to specialized project management platforms
- May necessitate additional licensing costs depending on Microsoft 365 subscription

These factors should be weighed when deciding whether to adopt SharePoint project management templates as the central project coordination tool.

Enhancing Project Outcomes with SharePoint Templates

Leveraging a Microsoft SharePoint project management template can significantly improve project visibility and collaboration across teams. By consolidating task management, document sharing, and communication into one platform, project managers can reduce information silos and foster transparency.

Integration with Microsoft Teams further enhances real-time collaboration, allowing project members to discuss updates and share files without switching contexts. Additionally, the ability to generate reports and dashboards from project data supports informed decision-making and continuous performance monitoring.

For organizations that require strict document controls and compliance tracking, SharePoint's enterprise-grade security and audit capabilities add an extra layer of assurance.

In practice, adopting SharePoint project management templates often leads to streamlined workflows and improved alignment between stakeholders. However, success hinges on aligning the template's configuration with organizational processes and investing in training to maximize user engagement.

Microsoft SharePoint project management templates occupy a distinct niche in the project management landscape, offering a powerful blend of document management, customization, and integration within the Microsoft ecosystem. While they may not replace specialized project management tools for every use case, they provide a versatile foundation for organizations seeking a unified platform to manage projects end-to-end. Careful implementation and ongoing support remain key to unlocking the full potential of SharePoint as a project management solution.

[Microsoft Sharepoint Project Management Template](#)

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effective SharePoint PMIS Appropriately define access permissions for project stakeholders and team members Centralize project documents and keep track of document history with version control Automate project reporting mechanisms and generate on-demand status reports Track project schedules, control changes, and manage project risks Integrate project management tools such as Excel, Microsoft Project, PowerPoint, and Outlook Each chapter includes activities that let you practice what you learn. Most SharePoint books are either too introductory (for end users), or too technical (for system administrators). SharePoint for Project Management is just what project managers like you need to learn how to harness the organizational abilities of this powerful software.

microsoft sharepoint project management template: *Pro Project Management with SharePoint 2010* Mark Collins, Creative Enterprises, 2011-02-25 Many successful project managers are beginning to utilize Microsoft SharePoint to drive their projects and operational initiatives. SharePoint Server provides teams with a centralized location for project information and facilitates collaboration between project team members. The intention of this book is to provide a hands-on case study that you can follow to create a complete project management information system (PMIS) using SharePoint Server 2010. Each chapter is focused on a typical project management activity and demonstrates techniques that can be used to facilitate that activity. The book covers all project phases from managing requirements, implementation, testing and post production support. By the end of the book you'll have a toolbox full of solutions and plenty of working examples. With these you'll be able to build your own PMIS uniquely suited to your organization.

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microsoft sharepoint project management template: *SharePoint 2010 for Project Management* Dux Raymond Sy, 2012-01-12 If you were to analyze your team's performance on a typical project, you'd be surprised how much time is wasted on non-productive tasks. This hands-on guide shows you how to work more efficiently by organizing and managing projects with SharePoint 2010. You'll learn how to build a Project Management Information System (PMIS), customized to your project, that can effectively coordinate communication and collaboration among team members. Written by a certified Project Management Professional (PMP) and Microsoft SharePoint MVP with 15 years of IT project management experience, each chapter includes step-by-step guides as well as workshops that help you practice what you learn. Build a SharePoint PMIS that requires little assistance from your IT/IS department Define access permissions for project stakeholders and team members Centralize project artifacts and keep track of document history with version control Track project schedules, control changes, and manage project risks Automate project reporting and use web parts to generate on-demand status reports Integrate project management tools such as Excel, Microsoft Project, PowerPoint, and Outlook Apply your knowledge of PMIS techniques by working with a case study throughout the book If you are a project manager looking for a technology-based, easily implemented, and usable solution for project communications, document management, and general project organization, this book is for you! -Susan Weese, PgMP, President and Founder, Rhyming Planet

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of features available to web developers. Take an in-depth look into the internals of SharePoint. Create sophisticated applications using SharePoint controls and databases. Understand the API and use in conjunction with ASP.NET to extend SharePoint. SharePoint is more than a portal and more than an intranet. Harness its capabilities and put it to work for you.

microsoft sharepoint project management template: Optimizing Project Management Te Wu, 2020-04-27 **SHELVING GUIDE: Project Management** This hands-on guide is written for project professionals seeking to find an optimized way of performing project management. It provides answers to such critical questions as: Why should an organization apply project management? What is the value of project management in the broader context of an organization? Is project management as successful as some advocates suggested or is it a waste of time and resources because of the many extensive and bureaucratic processes? Which project management approach should our project team adopt: predictive or adaptive, waterfall or rolling water, extreme programming or Scrum? This book aims to provide an optimized view of project management by balancing and blending competing methodologies (e.g., traditional versus Agile), lengthy methodologies and broad principles, processes and practices, and the need to understand versus the need to apply. It includes project management templates, an integrated case study illustrating how to apply tools and concepts, and a glossary of key terms. **Optimizing Project Management** is for both aspiring and practicing project management professionals. It covers the core concepts, practices, and skills that are useful for developing new ideas, planning activities, implementing projects, and conducting planning and controlling of schedule, budget, and scope. The text is particularly useful for students, project professionals wanting to refresh their knowledge, and those pursuing project management certifications. This book is aligned with common project management standards such as the Project Management Body of Knowledge and the ISO 21502: Project, Programme and Portfolio Management — Guidance on Project Management.

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microsoft sharepoint project management template: Google Project Management Professional Certificate Cybellium, 2024-10-26 Designed for professionals, students, and enthusiasts alike, our comprehensive books empower you to stay ahead in a rapidly evolving digital world. * Expert Insights: Our books provide deep, actionable insights that bridge the gap between theory and practical application. * Up-to-Date Content: Stay current with the latest advancements, trends, and best practices in IT, AI, Cybersecurity, Business, Economics and Science. Each guide is regularly updated to reflect the newest developments and challenges. * Comprehensive Coverage: Whether you're a beginner or an advanced learner, Cybellium books cover a wide range of topics, from foundational principles to specialized knowledge, tailored to your level of expertise. Become part of a global network of learners and professionals who trust Cybellium to guide their educational journey. www.cybellium.com

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microsoft sharepoint project management template: *Professional SharePoint 2007 Web Content Management Development* Andrew Connell, 2008-09-09 This book is for SharePoint developers working with Publishing sites—sites that leverage MOSS 2007 WCM capabilities. It does not cover administrative topics in any great detail, only where absolutely necessary. For the most part, no two chapters are dependent upon each other, so each chapter can be used as a reference independently of the others. Readers need not have any development experience with SharePoint, but they should have some experience with and a working knowledge of ASP.NET 2.0 development practices and topics. Of course, it is beneficial if the reader does have at least a working knowledge of what SharePoint is all about. This book covers MOSS 2007 WCM Publishing sites. You will find some chapters that seem to cover general WSS 3.0 topics, but everything is treated in the context of a Publishing site. While the chapters are arranged in a logical order, it is not necessary to read the book from cover to cover in a linear fashion. The following is a brief description of each chapter: Chapter 1, “Embarking on Web Content Management Projects”—This chapter explains what this book is all about, who the target audience is, and who will benefit most from the book. It also details what the reader needs in terms of a local development environment in order to implement the solutions. In addition, each of the subsequent chapters is explained very briefly to provide an overview and clarify how each chapter fits in. Chapter 2, “Windows SharePoint Services 3.0 Development Primer”—This chapter covers the fundamentals of WSS, including definitions of terms such as farm, Web application, site collection, site, list, and document library, and the general architecture of WSS. Some basic object model techniques are demonstrated in this chapter. Chapter 3, “Overview of Office SharePoint Server 2007 and Web Content Management”—This chapter briefly explains each of the various components that make up MOSS. In addition, while the book is development-focused, the “ABCs” of content-centric Internet sites is covered. Chapter 4, “SharePoint Features and the Solution Framework”—Both new to WSS 3.0, the SharePoint Feature and solution frameworks are covered in great detail in this chapter, as well as a process for automatically creating WSS solution packages on every project build. Chapter 5, “Minimal Publishing Site Definition”—Many users create new WCM sites by using the Publishing Portal template. Unfortunately, this adds quite a bit of unnecessary content to the site. This chapter picks apart the Publishing Portal template and Publishing Features and demonstrates how to create a minimal Publishing Portal template. Chapter 6, “Site Columns, Content Types, and Lists”—Three core components to every WSS 3.0 site—site columns, content types, and lists—are covered in this chapter. Chapter 7, “Master Pages and Page Layouts”—This chapter covers everything you need to know about creating, editing, and leveraging master pages and page layouts within Publishing sites. Chapter 8, “Navigation”—While WSS 3.0’s navigation is founded on the ASP.NET 2.0 navigation provider framework, there are a few SharePoint-specific topics, which are covered in this chapter.

Chapter 9, "Accessibility"—If it's not already, accessibility is becoming an increasingly important topic with regard to Web sites. This chapter explains the different levels of accessibility and discusses some techniques and tools developers can leverage to create sites for users with disabilities. Chapter 10, "Field Types and Field Controls"—Although it's a WSS 3.0 concept, field types and field controls are covered in this chapter in the context of a Publishing site. This includes creating custom field types with custom values types and controls, as well as custom field controls that leverage existing field types. Chapter 11, "Web Parts"—This chapter covers creating custom Web Parts and some advanced topics related to custom Web Part development, such as Editor Parts, customizing the Verbs menu, and leveraging asynchronous programming techniques. This chapter also covers the three Publishing-specific Web Parts and some advanced customization and styling options of the Content Query Web Part. Chapter 12, "Leveraging Workflow"—The Windows Workflow Foundation, part of the .NET Framework 3.0, is fully leveraged by WSS 3.0 and MOSS 2007. This chapter explains how to create custom workflows using Visual Studio and leveraging InfoPath Web-rendered forms. Chapter 13, "Search"—Every content-centric site needs a robust search offering. This chapter explains the different components of MOSS search, as well as many customization opportunities such as modifying the search results. Chapter 14, "Authoring Experience Extensibility"—While the authoring experience in Publishing sites is quite robust, at times developers need to extend this offering for specific content owner requirements. This chapter covers this, including customizing the Page Editing Toolbar and the Rich Text Editor HTML field control. Chapter 15, "Authentication and Authorization"—This chapter covers everything you need to know about the ASP.NET 2.0 authentication provider model SharePoint fully leverages. Chapter 16, "Implementing Sites with Multiple Languages and Devices"—This chapter covers the topic of maintaining sites that need to offer their content in multiple languages, as well as developing custom Web Parts that are multilingual aware. Chapter 17, "ContentDeployment"—A common request for larger content-centric Web sites is to have an internal authoring environment for content and then push the changed content out to a destination site, either in an organization's DMZ or at a co-location facility. This chapter describes the content deployment capability in MOSS designed to handle such business requirements. Chapter 18, "Offline Authoring with Document Converters"—While MOSS 2007 Publishing sites offer a very robust Web-based content authoring experience, SharePoint provides a way to author content offline using tools such as Microsoft Word or InfoPath. This chapter explains what you need to know about configuring the document converter infrastructure and creating custom document converters. Chapter 19, "Performance Tips, Tricks, and Traps"—Internet-facing content-centric sites built on the SharePoint platform need to be designed and developed with performance in mind. This chapter provides numerous guidelines and tips that developers can leverage to create the most performant sites. Chapter 20, "Incorporating ASP.NET 2.0 Applications"—SharePoint (both WSS 3.0 and MOSS 2007) is not an end-to-end solution but an application platform. While it provides a significant amount of functionality out of the box, developers can leverage this platform in building custom applications. This chapter discusses some techniques that can be used for such tasks. One approach book takes is not to dwell on the more common minutia of creating projects in Visual Studio, or the huge topics of core Windows SharePoint Services (WSS) 3.0 development or SharePoint administration. These topics warrant their own books, and throughout this book you will find recommended resources for these topics. This book does cover some subjects that have their roots in WSS, but they are presented within the context of a Publishing site. Finally, this book approaches every topic of implementation from the perspective of SharePoint customization and SharePoint development. While one implementation may seem to be better than the other, it takes no position on either, as the goal is to simply educate readers about the advantages and disadvantages of each. These concepts are defined in Chapter 2, "Windows SharePoint Services 3.0 Development Primer." This book is also available as part of the 4-book SharePoint 2007 Wrox Box (ISBN: 0470431946) with these 4 books: Professional SharePoint 2007 Development (ISBN: 0470117567) Real World SharePoint 2007 (ISBN: 0470168358) Professional Microsoft SharePoint 2007 Design (ISBN: 047028580X) Professional SharePoint 2007

microsoft sharepoint project management template: SharePoint 2010 User's Guide Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision-making processes. In order to get the most out of SharePoint 2010, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as publishing, workflow, and policies) that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. As a reader, you'll then embrace two common SharePoint uses, document management and project information management, and walk through creating samples of these solutions, understanding the challenges these solutions are designed to address and the benefits they can provide. The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

microsoft sharepoint project management template: SharePoint 2010 All-in-One For Dummies Emer McKenna, Kevin Laahs, Veli-Matti Vanamo, 2010-10-15 Simplify SharePoint with this comprehensive, understandable guide SharePoint is a Microsoft technology that enables project collaboration through a single portal. It can be complex, but not when approached the Dummies way! This guide offers eight self-contained minibooks that examine each aspect of SharePoint 2010. Whether you're an experienced administrator or developer or you're just getting your feet wet, you'll find it's easy to locate what you need and learn to install, configure, and manage a SharePoint portal. You can dig as deeply into SharePoint as you want or need to. SharePoint 2010 is the newest version of collaboration technology that allows you to aggregate SharePoint sites, information, and applications into a single portal Administrators, page producers, and developers will be able to get SharePoint installed, configured, and running with the advice in this guide Eight minibooks address the Microsoft Office SharePoint system, SharePoint services, collaboration, SharePoint Server, enterprise content management, managing users, architecting SharePoint, and SharePoint deployment Covers planning, installation, configuration, performance, troubleshooting, data structure, and more If you work with SharePoint, you'll find Microsoft SharePoint 2010 All-in-One For Dummies provides what you need to get starting and keep going with SharePoint 2010.

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