

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/76007

SharePoint 2010 for Project Management

Take your projects to the next level using the collaborative technologies of SharePoint 2010.

More and more successful organizations use SharePoint to drive projects and operational initiatives. SharePoint allows teams to collectively manage information and work effort, collaborate seamlessly with colleagues and stakeholders, and above all, transform the work of individual employees into a powerful unified effort that drives projects forward. Project managers can coordinate all players with more ease than ever before and keep everyone on the same page, while harnessing information tools that allow the most efficient project management the industry has ever seen.

This hands-on, lab-driven course guides managers, project managers, and team leaders through the real-world process of using SharePoint 2010 to drive projects. Learn to use it to more effectively manage your communication, scope, information, workflow and more. Discover how to improve efficiency and boost the likelihood of success as you learn to build a customized Project Management Information System (PMIS), develop SharePoint project sites and create document libraries and management protocols. You'll also learn how to integrate Microsoft Office software, build SharePoint Workflows, archive completed projects, and much more. Add these critical, lab-driven SharePoint skills and tools to your project management expertise and experience the drastic difference that comes with truly effective project management.

How You Will Benefit

- Understand how to construct a PMIS using SharePoint 2010 to schedule planning, reporting and forecasting for your project
- Automate data collection efforts by using InfoPath forms and form services
- Allow all project stakeholders instant access to critical project information quickly and easily
- Utilize SharePoint's built-in workflow capabilities and learn how to create custom workflows tailored to your organizational needs
- Facilitate meetings and communication using SharePoint
- Develop standard project management processes using SharePoint's BPM capabilities
- Utilize SharePoint Dashboard to give management clear visibility into projects
- Build Gantt Charts using MS Project and SharePoint
- Create custom lists, calendars, contacts, and project tracking for each project

- Establish an online project archive for instant access to project history

What You Will Cover

- SharePoint 2010 as a Project Management Information System
- Enabling team collaboration with SharePoint 2010
- Creating a PMIS using Sharepoint 2010
- Exploring content management features
- Tracking projects with SharePoint 2010
- Working with business intelligence
- Distributing project status to stakeholders
- Forecasting with KPIs (Key Performance Indicators)
- Creating management dashboards with SharePoint web parts
- Working with Microsoft Excel spreadsheets and Microsoft Access
- Establishing processes and standards with SharePoint 2010
- Creating a PMO view
- Concluding a project

Who Should Attend

Anyone working in a project environment and utilizing Microsoft SharePoint 2010, including project managers, business analysts, operation managers, marketing managers, IT Managers, data analysts and PMO managers/directors.

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