

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/76011](http://www.amanet.org/76011)

# Using SharePoint for Project Management

**Learn to use SharePoint's powerful collaboration tools to manage projects, meetings, communication and scheduling.**

SharePoint 2013 makes project management easy for any user who needs to collaboratively manage a project or participate in a project team. It empowers both the novice and experienced user to handle everything from the lightest projects, using the new project site template and features, to the more sophisticated management of enterprise portfolio projects, integrating SharePoint 2013 with Project Server 2013. It can provide any project manager with an easy, efficient way to coordinate resources, track tasks, manage team members and communicate with stakeholders about projects—in real time across their organization.

This hands-on, lab-intensive SharePoint project management training course will help guide you through a real-world approach to managing projects and project information with SharePoint. You'll use SharePoint as a project management information system (PMIS) including developing SharePoint project sites and team sites, working with out-of-the-box SharePoint functionality for managing project-related information, building document libraries, integrating Microsoft Office and Project Server software, building workflows and much more.

## How You Will Benefit

- Build and use SharePoint 2013 project sites and features
- Explore the integration of SharePoint 2013 project site template and Project Server 2013 web part
- Build and use dashboards and business Intelligence reports to give management visibility into projects
- Construct a PMIS using SharePoint to schedule planning, reporting and forecasting your project
- Allow project stakeholders instant access to critical project documents and information
- Facilitate project team meetings and communication flow with team sites
- Use SharePoint's built-in workflow capability to create custom workflows for your projects
- Develop standard project management processes using SharePoint's BPM capabilities
- Create custom lists, calendars, contacts and project tracking for each project
- Establish project tracking guidelines through SharePoint for all projects

## What You Will Cover

- Discovering what you can do in SharePoint 2013
- Understanding base functionality in SharePoint to support your project
- Creating a PMIS in SharePoint 2013
- Building and reusing a project site
- Exploring the SharePoint 2013 project site template
- Creating a SharePoint 2013 site using the project template
- Using project-enhanced features in SharePoint 2013
- Utilizing social communities for project collaboration
- Using MySites for individual project consolidation
- Building workflows with SharePoint 2013 Designer to support your project
- Reviewing new workflow actions in SharePoint 2013 Designer
- Integrating projects with SharePoint 2013 Projects
- Understanding how to apply what you've learned to your job

## Who Should Attend

Anyone working in a project environment and utilizing Microsoft SharePoint 2013, including project managers, project directors/PMO directors, business analysts, data analysts, IT and operations managers.

## Schedule

- [3] days - \$1,995 Non Members
- [3] days - \$1,995 AMA Members
- [3] days - \$1,995 GSA

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