The background of the slide is a vibrant orange and yellow gradient. It features a stylized world map, a bar chart with several vertical bars of varying heights, and various icons representing documents, folders, and people. The Microsoft logo is visible in the top right corner.

Microsoft

Microsoft® Office SharePoint

для управление проектными документами

Михаил Козлов

Менеджер по продаже бизнес-решений IW&C

Microsoft, Россия

<http://spaces.msn.com/mkozloff>



Управление документами в PMBoK 2000 процессах

Области знаний/действий	Группы процессов	Инициация	Планирование	Выполнение	Контроль	Завершение
4. Интеграция			4.1. Разработка проектного плана EPM 2003: Project Pro/Srv, WSS/SPS, PowerPoint, Visio, IE, SQL	4.2. Исполнение проектного плана EPM 2003: Project Web Access, WSS/SPS, Exchange, Outlook, Visio, IE, РП	4.3. Контроль и координация изменений EPM 2003: Project Pro/Srv, PWA, WSS/SPS, SQL, Exchange, Outlook, Visio, IE, MS BSC, РП	
5. Определение целей и рамок проекта	5.1. Инициация	5.2. Планирование целей EPM 2003: Office, Project Pro/Srv, PWA, WSS/SPS, IE, Exchange, Outlook, РП 5.3. Утверждение целей EPM 2003: PWA, Exchange, Outlook, WSS/SPS, BizTalk			5.4. Проверка целей EPM 2003: Office, Project Pro, PWA, WSS/SPS, OWC, IE, MS BSC, РП 5.5. Контроль изменения целей EPM 2003: Office, PWA, WSS/SPS, IE, РП	
6. Управление временем			6.1. Определение действий 6.2. Определение их последовательности 6.3. Оценка сроков 6.4. Разработка календарного плана EPM 2003: Project Pro/Srv, SQL		6.5. Контроль календарного плана EPM 2003: PWA, WSS/SPS, IE, MS BSC, РП	
7. Управление затратами			7.1. Планирование ресурсов 7.2. Оценка стоимости 7.3. Бюджет затрат MSO: Project, SPS, Excel, Access, SQL, IE, Axapta, Консалтинг, MS BSC, РП		7.4. Контроль затрат MSO: Project Pro/Srv, PWA, Excel, Access, SQL, Axapta Project, MS BSC, РП	
8. Управление качеством			8.1. Планирование качества EPM: Office, Visio	8.2. Соблюдение качества EPM 2003: Project Pro/Srv, PWA, WSS/SPS, SQL, Exchange/Outlook, IE, РП	8.2. Контроль качества EPM 2003: Project Pro/Srv, PWA, WSS/SPS, Office, SQL, IE, MS BSC, РП	
9. Управление персоналом			9.1. Организационное планирование Visio, Word, Excel 9.2. Подбор персонала Word, Excel, Access, WSS/SPS, MOSaR, SQL, Axapta, РП	9.3. Развитие проектной команды Office, WSS/SPS, Axapta, РП		
10. Управление коммуникациями			10.1. Планирование коммуникаций Project, Visio, Office, Exchange/Outlook, WSS/SPS	10.2. Информационный обмен Office 2003, WSS/SPS, Exchange/Outlook, Visio, Project, IE	10.3. Отчетность по проекту Project Pro/Srv, PWA, WSS/SPS, Excel, Access, SQL, Axapta Project, IE, OWC, MS BSC, РП	10.4. Администрирование Project Pro/Srv, PWA, WSS/SPS, IE, Office, Exchange/Outlook
11. Управление рисками			11.1. Планирование действий Project Pro/Srv, PWA, WSS/SPS, Office, Exchange/Outlook, РП 11.2. Определение рисков Project Pro/Srv, PWA, WSS/SPS, РП 11.3. Количественный анализ Excel, SQL/OLAP, Axapta, MS BSC, РП 11.4. Качественный анализ Word, Visio		11.6. Мониторинг и контроль MSO: Project, SPS, Exchange/Outlook, IE, Консалтинг, MS BSC, РП	
12. Управление закупками			12.1. Планирование закупок 12.2. Планирование запросов Word, Excel, Project Pro/Srv, PWA, WSS/SPS, Axapta, MS BSC, РП	12.3. Запросы на закупки 12.4. Подбор поставщиков и проведение закупок 12.5. Управление договорами Word, Excel, Project Pro/Srv, PWA, WSS/SPS,		12.6. Закрытие договоров Project Pro/Srv, PWA, WSS/SPS, BizTalk, Axapta, IE, РП

Корпоративное решение для управления проектами



Легкое управление проектами с SharePoint

Оправдано для большого количества коротких проектов

1. «Легкое» планирование расписаний
2. Управление проектными коммуникациями
3. Отчетность
4. Управление документами



Contoso, Ltd.
Research and Development

This topic

- Current Location**
 Home
 Research and Development
- Actions**
 Create Subarea
 Change Settings
 Manage Security
 Manage Content
 Manage Portal Site
 Add to My Links
 Alert Me
 Edit Page

R&D SCORECARD

All Levels

	Increase production efficiency		IT Improvements	
	Actual	Plan	Actual	Plan
<input type="checkbox"/> R&D Projects				
<input type="checkbox"/> Project Cost				
Project Budget	\$1,575,158.00	\$1,622,962.72 <input checked="" type="checkbox"/>	\$2,100,457.33	\$2,092,673.33 <input checked="" type="checkbox"/>
Hours Worked	22,502.26	23,185.18 <input checked="" type="checkbox"/>	30,006.53	29,895.33 <input checked="" type="checkbox"/>

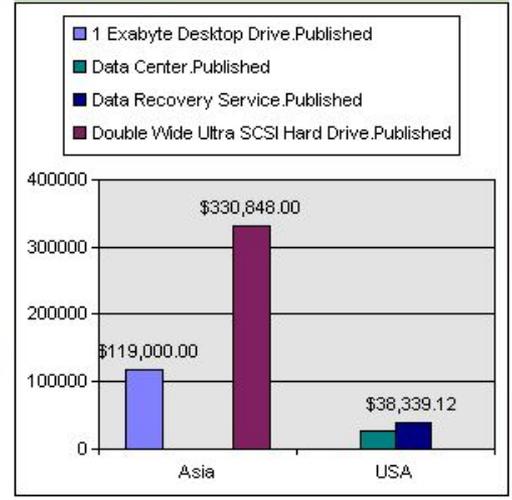
R&D DISCUSSIONS

- | Subject | Posted By |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <ul style="list-style-type: none"> Our Mission
 We have an insatiable curiosity and the desire to create new technology that will help define the our outdoor experience. Whether inspired by a suggestion from a customer or simply the search for a better way, we're driven to innovate and push the state-of-the-art as far as our imaginations can reach. | MAESTRODEMO\jadams |
| <ul style="list-style-type: none"> Florida Department of Transportation
 The Florida Department of Transportation conducts research on issues related to pedestrians and bicycles. Go to this section of the Department website to download some of the available reports (in pdf format). | MAESTRODEMO\jadams |
- Add new discussion

DOCUMENT LIBRARY

Type	Name	Modified By
	USA 100X Drive Project	MAESTRODEMO\jadams
	USA Double Wide Project	MAESTRODEMO\jadams
	Asia Data Center Project	MAESTRODEMO\jadams
	msprojectimage	MAESTRODEMO\jadams
	Asia Admin Project	MAESTRODEMO\jadams

PROJECT COSTS



REPORT VIEW

Time: All Years

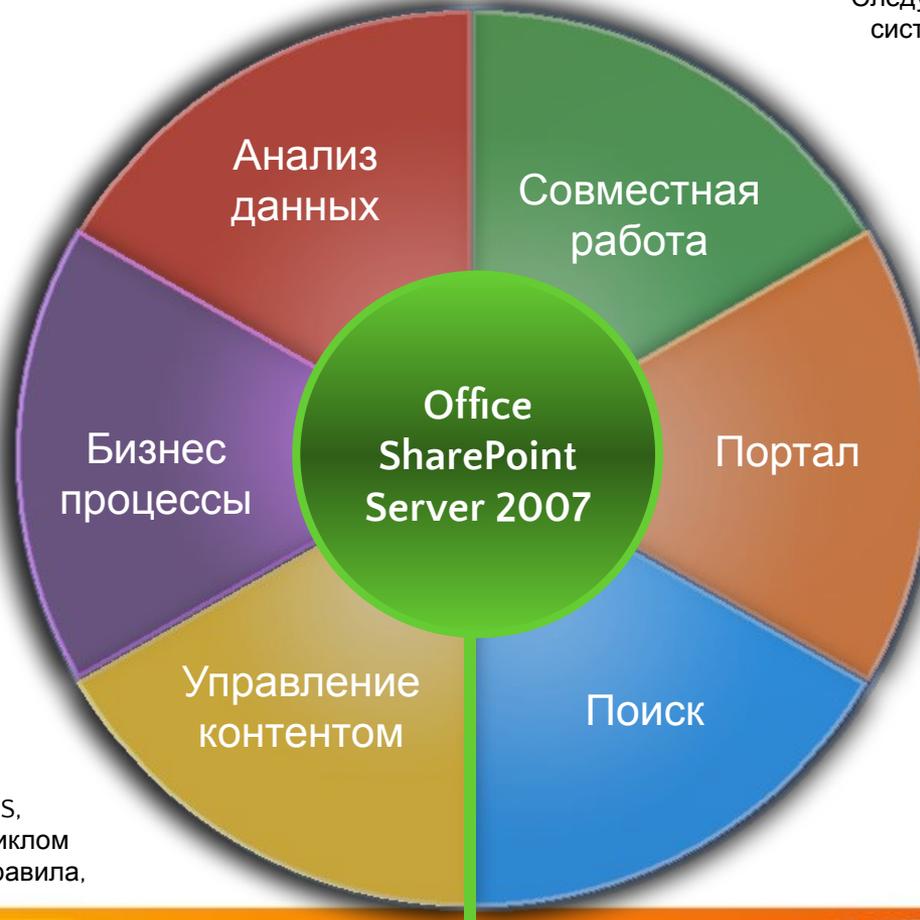
Drop Column Fields

Level 02	Actual Cost
Expansion into new markets	\$146,126.00
Increase production efficiency	\$239,901.78
IT Improvements	\$331,968.00
No Value	\$0.00
Grand Total	\$717,995.78

Microsoft Office SharePoint 2007: интегрированное решение

Серверные электронные таблицы,
Ключевые показатели
эффективности
Интерактивные отчеты

Следующее поколение почтовых
систем, управления проектами,
заданиями



Электронные формы,
бизнес-процессы,
документооборот

Персонализация, управление
правами доступа, интеграция с
любыми бизнес-данными

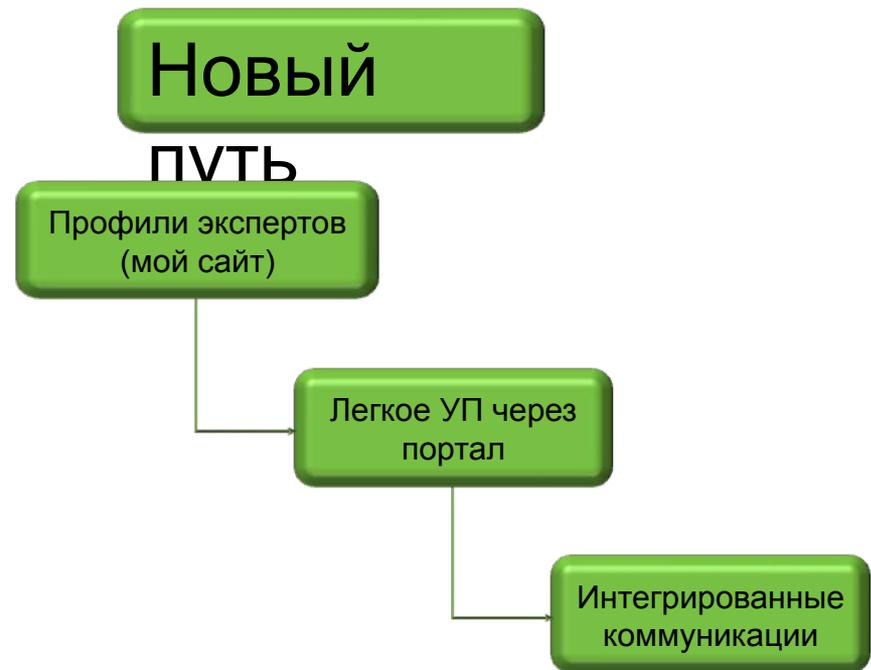
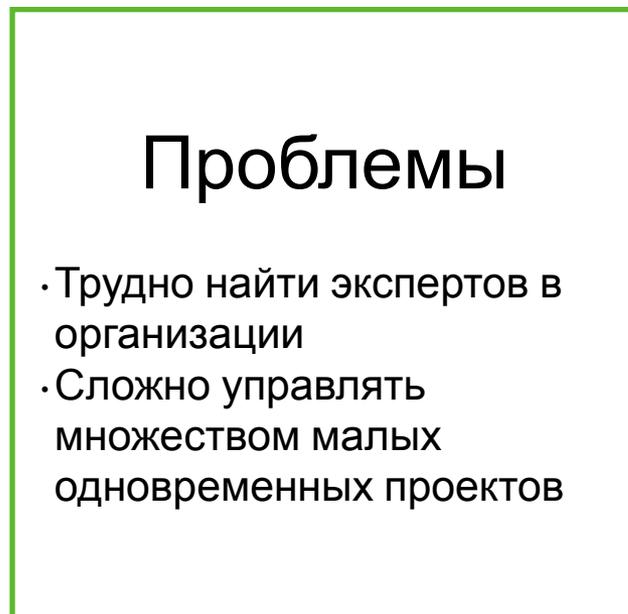
Веб сайты, блоги, вики, RSS,
управление жизненным циклом
информации, политики, правила,
электронные архивы

Поиск по любым корпоративным
источникам, поиск экспертов,
документов и бизнес-данных

Управление проектами

- Бизнес-сценарий

- Руководитель проекта собирает виртуальную проектную группу для запуска нового продукта
- Подбирает участников на основе их опыта, экспертизы и знаний
- Собирает информацию по проекту и коммуницирует его статус



Mikhail Kozlov

SPECIALIST SALES MGMT - IW & C, RU-BPA
MOSCOW-KHBP/5.501 +7 (495) 9678585 X131

Since 1992 I was responsible for Strategic Marketing/Sales Management, Re-organization/Organization development and Project Management with several High-tech/CPG/Consulting companies in Russia. I managed teams up to 15 people. Is sociable and flexible. I appreciate challenging tasks, value fun at work and good team and customers relationships.

Key skills:
 Managerial skills: leadership, delegating and team working, motivating, planning, training, recruiting and administration. Ability to work independently and as a team leader/member. Strategic thinking - have the vision to define value creation propositions via creativity/analysis/synthesis approach.
 Sound knowledge of sales, project management and marketing including experience of closing big deals, selling of software products as well as consulting and support services. Ability to interact with customers' decision makers to identify strategic opportunities and provided guidance in scoping and pricing solution-based engagements. Written and verbal communication skills both in Russian and English; presentation, negotiations and relationship development skills. Responsive, customers oriented; experience in preparation of contracts with the customers, subcontractors and international manufacturers. Process/project management. Good PC/Microsoft products knowledge.

Project Management Experience
 12/2001 - 12/2002: Sales and Customers Relationship restructuring for V6 Technologies - software development company (Moscow).
 09/2001 - 11/2001: eLearning implementation project for Rossib Pharmacy (Moscow branch) - among top 10 Russian pharmacy distributors.
 04/1999 - 09/2001: Managed improvement and strengthening of business functions and development of business procedures for CARANA Corporation (Moscow representative office) - an American management consulting company.

Details

Company Name: RUSSIA LLC
 Organization: Sales
 My External Link: http://spaces.msn.com/mkozloff

Contact Information

Work Email: mikhail.kozlov@microsoft.com
 Backup Contact: Yuri Tomashko

Edit Details

Organization Hierarchy Try http://polyarchy

- ↑ Yuri Tomashko, SOLUTION SALES MANAGEMENT
 - Mikhail Kozlov, SPECIALIST SALES MGMT - IW & C
 - Alexander Lvov, TECHNOLOGY SPEC MANAGEMENT
 - Alexander Tolmach, SOLUTION SPECIALIST - PROFESSI
 - Alexander Yakovlev, SOLUTION SPECIALIST
 - Andrey Sinkin, TECH SOLUTION PROF - DATA PLAT
 - Denis Sagaydak, SOLUTION SPECIALIST
 - Dmitry Shulgin, SOLUTION SPECIALIST-APP PLATF
 - Inna Ozhogina, SOLUTION SPECIALIST - MBS

In Common with You

In this space, other people who view your page will see things they have in common with you such as:

- First manager you both share
- Colleagues you both know
- Memberships you both share

Memberships

Distribution Lists

- BPSG Revenue Stats
- BPA Group Managers EMEA
- PMP EMEA
- Workflow Working Group
- BPSG Group Managers WW
- GTSC-China Project Mgmt Interest Group
- Transport and Logistics - Cust.Ev. Alert
- EPG Russia&Public Sector Department
- EMEA IW Partner Strategy
- Project Newsletter

Show 63 additional memberships

Manage Memberships

Links

No links shared by this user.

Add Link

Get Help/ Send Feedback
 Privacy Notice

Documents

My Site

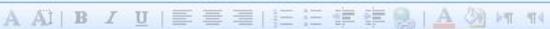
Find all documents by Mikhail Kozlov

Type	Name	Last Modified	Location	View Properties
IMG	IMG_1533	8/21/2006 7:10 AM	EPG Manufacturing Teambuilding 18-08-2006	
IMG	IMG_1534	8/21/2006 7:10 AM	EPG Manufacturing Teambuilding 18-08-2006	
IMG	IMG_1528	8/21/2006 7:10 AM	EPG Manufacturing Teambuilding 18-08-2006	
IMG	IMG_1531	8/21/2006 7:10 AM	EPG Manufacturing Teambuilding 18-08-2006	
IMG	IMG_1522	8/21/2006 7:10 AM	EPG Manufacturing Teambuilding 18-08-2006	
IMG	IMG_1525	8/21/2006 7:10 AM	EPG Manufacturing Teambuilding 18-08-2006	
IMG	IMG_1519	8/21/2006 7:10 AM	EPG Manufacturing Teambuilding 18-08-2006	

EMEA Personal Site Host > Profile
Edit Profile

Save and Close | Cancel and Go Back

About me:



 Since 1992 I was responsible for Strategic Marketing/Sales Management, Re-organization/Organization development and Project Management with several High-tech/CPG/Consulting companies in Russia. I managed teams up to 15 people. Is sociable and flexible. I appreciate challenging tasks, value fun at work and good team and customers relationships.
 Key skills:
 Managerial skills: leadership, delegating and team working, motivating, planning, training, recruiting and administration.

Show To

Everyone

Picture:



Choose Picture

Everyone

Organization:

Sales



Everyone

Current Projects:



codenames, feature names, or other keywords

Everyone

Past Projects:



codenames, features, or other keywords

Everyone

Work Skills:



Everyone

Work Interests:



professional and technical interests

Everyone

Industries:



vertical industry experience relevant to Microsoft

Everyone

Languages:



languages that you speak and write with ease

My Colleagues

Recreation:



Hobbies, sports, and other off-work interests

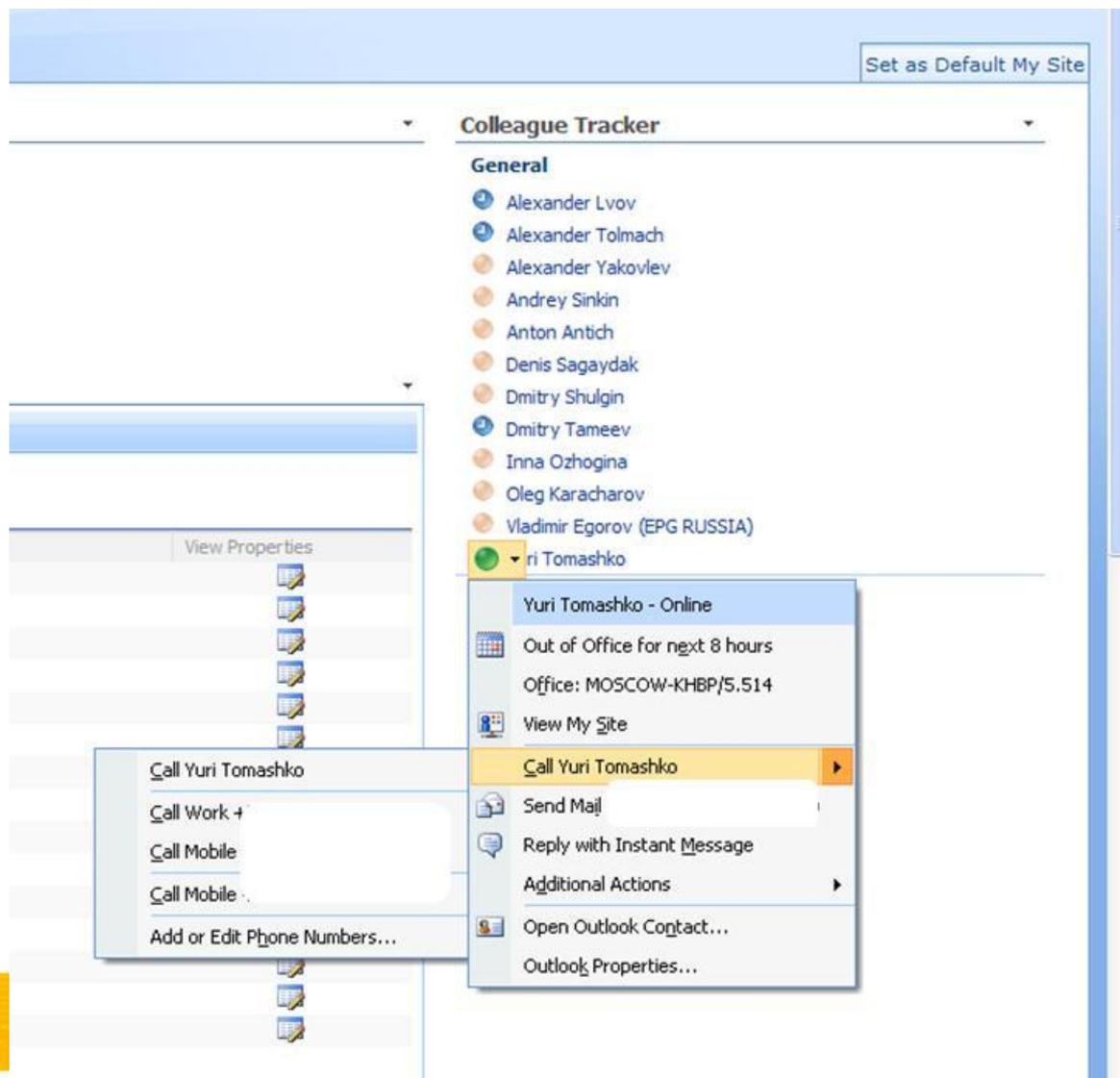
Everyone

Birthday:

Year will not be shown to anyone

My Colleagues

Все коммуникации под рукой



View All Site Content

Categories

- Work
- Personal
- Other

Add new category

Blog List

There are no items in this list.

Add new link

Links

- Photos
- Archive
- Archive (Calendar)

Add new link

Blog of Mikhail Kozlov, containing my thoughts, comments and questions.

8/17/2006

My Blog Forward Message

See <http://mkozloff.spaces.live.com/> for all my blog posts

Posted at 1:31 PM by Mikhail Kozlov | Category: Work | Permalink | Email This Post | Comments (0)

Welcome to your Blog!

To begin using your site, click **Create a Post** under Admin Links to the right.

What is a Blog?

A Blog is a site designed to help you share information. Blogs can be used as news sites, journals, diaries, team sites, and more. It is your place on the World Wide Web.

Blogs are typically displayed in reverse chronological order (newest entries first), and consist of frequent short postings. With this Blog, it is also possible for your site visitors to comment on your postings.

In business, Blogs can be used as a team communication tool. Keep team members in touch by providing a central place for links, relevant news, and even gossip.

Posted at 1:30 PM by Mikhail Kozlov | Permalink | Email This Post | Comments (0)

 [View RSS Feed](#)

Admin Links

- Create a Post
- Manage Posts
- Manage Comments
- Manage Categories
- Manage Blog List
- All Content
- Set Blog Permissions

Mikhail Kozlov > Shared Documents
Shared Documents

Use this document library to share a document with others. Documents stored here will be shared on your public home page.
Actions Settings View: **Explorer View**

- View All Site Content
- My Information**
 - Details
 - Links
 - Colleagues
 - Memberships
- Documents**
 - Shared Documents
 - Private Documents
- Pictures**
 - My Pictures
- Lists**
 - Microsoft Sales Management
- Discussions**
- Surveys**
- Recycle Bin**

Задачи для файлов и пап

- Создать новую папку
- Опубликовать папку в вебе

Другие места

- mikhko
- Мои документы
- Мой компьютер
- Сетевое окружение

Подробнее

Shared Documents
Папка с файлами



Простое управление проектами

Office Marketing

Home > Project Task List

PWA Planning

Tasks - All

Type	Title	Assigned to	Status	Priority	Due Date	% Complete
Task	Futures Deck	William Lyon	Completed	(2) Normal	9/4/2006	100%
Task	PTL Demo	William Lyon	In Progress	(1) Normal	9/4/2006	
Task	Marketing Budget	William Lyon	In Progress	(2) Normal	9/4/2006	90%
Task	Marketing Offsite	Giovanni Mezgec	Pending	(2) Normal	10/4/2006	
Task	Schedule out GTM	William Lyon	On Hold	(2) Normal	10/4/2006	

Списки проектных задач в списках Sharepoint

Диаграммы Гантта

Возможность автоматического переноса в Project Professional

Простые списки задач и зависимостей

Подготовка презентаций

- Бизнес-сценарий

- Менеджер проекта готовит сводную презентацию для управляющего комитета
- Ищет типовые шаблоны и графики в своих старых презентациях и у коллег
- Тратится лишнее время на оформление и воспроизведение контента

Проблемы

- Невозможно запомнить где искать готовые слайды
- Множество графиков нужно рисовать с нуля
- Много времени уходит на форматирование и приведение к стандартам



Библиотеки слайдов PowerPoint

The image shows a screenshot of a SharePoint library named 'Weekly Update Resource Slides' and a Microsoft PowerPoint presentation. The SharePoint library view includes a table of slides with columns for Thumbnail, Filename, Description, Presentation, Published By, Date Published, Animation, and Number of Times Used. The PowerPoint presentation is titled 'Outline - Microsoft PowerPoint' and displays a slide with the text 'Web Publishing Professional Excellence@Microsoft' and 'Best Practices Web Design Acumen Breakout Presentation'. A 'Reuse' pane is visible on the right side of the PowerPoint window, showing a search interface for reusing slides.

Thumbnail	Filename	Description	Presentation	Published By	Date Published	Animation	Number of Times Used
	Weekly Update_1	Windows Era	Weekly Update	Hillary Carter	6/18/2004	yes	12
	Weekly Update_2	Microsoft					
	Weekly Update_3	Six Million					
	Sales Overview_9	PC & Serv					
	Server Forecast_7	Cool pyra					
	Server Forecast_3	Electronic					
	Orange_21	Cool color					

Доступ к слайдам из презентации

Сохранение слайдов на сервере для повторного использования. Оповещения об изменениях

Согласование документов

- Бизнес-сценарий

- Руководитель проекта публикует план запуска нового продукта на портал
- Запускается процесс согласования и утверждения
- Документ утверждается и архивируется

Проблемы

- Трудно найти документ(ы)
- Не ясно где последняя версия
- Долгий процесс согласования и утверждения по почте...
- Сложно публиковать документы по правилам и для общего использования



Сайты хранилищ документов

MSWeb > Office My Site My Memberships Help

Windows SharePoint Services

Home CMS SPS Project Create Edit Page Site Settings

Home > Research Destinations

Asia

Asia

- China
- Japan
- South Korea
- North Korea
- Mongolia
- India
- Pakistan
- Russia
- Thailand
- North America
- Europe
- Africa
- South America
- Australia
- All Content...

Announcements

Welcome to the Asia document repository. This is the place to go to get started with all of your document related tasks!. Select a folder on the left and start working with its contents.

What's New

	Last Modified
Content Services dev	6/3/2003 11:59 AM
Content Services Namespace	5/30/2003 11:05 AM
CMS - WSS - SPS Scenarios	5/16/2003 10:02 AM
Microsoft ECM Overvier	5/9/2003 1:42 PM
CMSSharePoin Scenarios	5/8/2003 12:24 PM
CMS Scenarios	5/5/2003 4:35 PM

My Document Tasks

Task	Due Date
2005 Budget	Approve 1/28/05
Performance Review	Approve 2/12/05
India Marketing Plan	Final Approval 2/11/05
Refund Policy	FYI 1/17/05

My Checked Out Documents

Check Out Date	
2003-2004 Botswana	12/28/04
Trade Shows	12/30/04
Wildlife Refuge	1/4/05

Document Status

You have **2 documents** that have been approved this week.

You have **4 documents** that have been checked out to you.

Find Document Upload Document

Content Type

- Customer Brochure
- Fact Sheet
- Itinerary
- Marketing Proposal
- Price List
- Trip Report

Milestone

Program Manager

Author

Дерево папок

Установка корп. типов данных

Поиск документов по реквизитам

Управление различными версиями

Документооборот (workflow)

Customize Workflow - Microsoft Internet Explorer

Address: http://noahelhi/test/_layouts/CstWkflIP.aspx?List=%7B388DDC76%2D964A%2D4D03%2D8071%2D6A761689CC16%7D

SharePoint Portal Server v3 > test

Home Documents and Lists Create Site Settings Help

Customize "Approval_1": Shared Documents

This page is used to customize this instance of "Approval_1".

You may customize this associated instance of this Approval workflow by deciding how tasks are routed and/or completed by setting what causes this workflow to end.

Task Options

Assign tasks to

- All participants simultaneously
- One participant at a time

During task completion allow

- Delegation
- Change Requests

Stopping the Workflow

Stop this workflow when

- Any participant rejects
- A specific number of participants approve
- Document or item is changed (currently unsupported by schedule)
- A specific item is changed (currently unsupported by schedule)

_____ is set to _____ (currently unsupported by schedule)

Workflow Completed

After the workflow completes

- Make content visible to readers using content moderation
- Change list item

_____ equal to _____

Next Cancel

Настройка
процесса утвержд.

Последовательный,
параллельный,
делегирование
и правка

Автоматическое
прекращение движ.

Согласования и утверждения

SP07\Administrator > Shared Documents > eweekexperts2 > Workflows > Start Workflow

Start "Approval": eweekexperts2

Request Approval

To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person your document. You will receive an e-mail when the request is sent and once everyone has finished their tasks.

Add approver names in the order you want the tasks assigned:

 Approvers... Debra Donston

Assign a single task to each group entered. (Don't expand groups.)

Type a message to include with your request:

Please review and route this document

Due Date

If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finish

Give each person the following amount of time to finish their task:

3 Day(s) 

Notify Others

Управление договорами с Office 2007

ВИДЕО

Выводы

- ◆ При помощи SharePoint вы можете начать управлять множеством малых проектов, где основная задача – эффективные коммуникации и управление документами
- ◆ За счет тесной интеграции с Project Server возможно перейти к полноценному управлению проектами

Microsoft®

<http://www.microsoft.com/office/preview>

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