Microsoft® Office SharePoint

для управление проектными документами

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Менеджер по продаже бизнес-решений IW&C
Microsoft, Россия
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Таксономия процессов и действий (функций) адаптирована из: A Guide to the Project Management Body of Knowledge (PMBoK® Guide) 2000 Edition © 2000 Project Management Institute, Four Campus Boulevard, Newton Square, PA 19073-3299 USA

Управление документами в PMBoK 2000 процессах

Группы процессов / Области знаний/действий	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 ProSrv, 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, Acess, 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, MOSAfR, 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

Microsoft Office

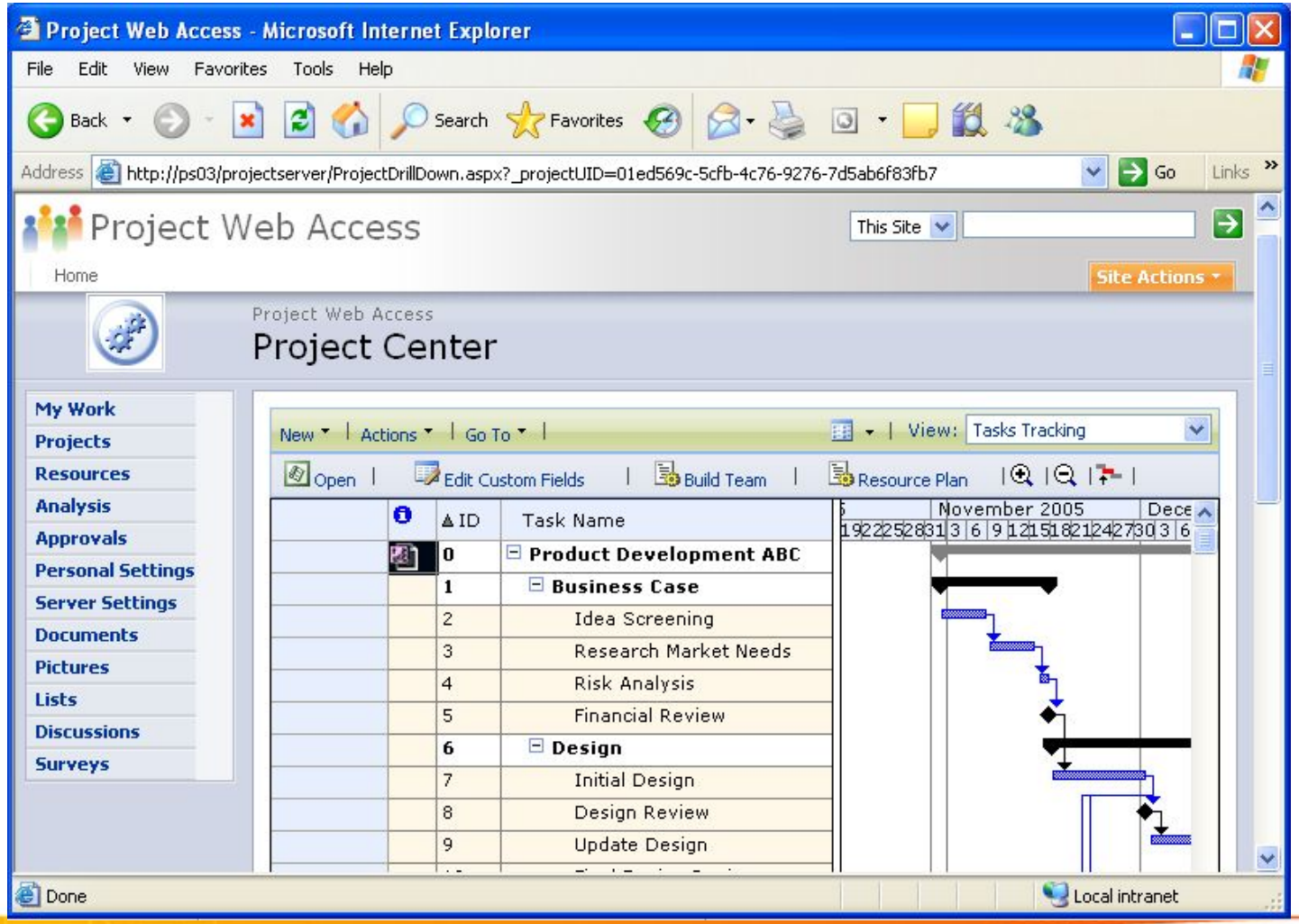
Легкое управление проектами с SharePoint

Оправдано для большого количества коротких проектов

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

Microsoft Office

Интеграция Project с Windows SharePoint Services



Microsoft Office

Contoso, Ltd. - Research and Development - Microsoft Internet Explorer

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Back Search Favorites Links Contoso, Ltd. - Home Report Manager

Home | News | Finance | Sales and Marketing | Information Technology | Research and Development | Corporate Initiatives

This topic

Contoso, Ltd.

Research and Development

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 effiency		IT Improvements	
	Actual	Plan	Actual	Plan
R&D Projects				
Project Cost				
Project Budget .	$1,575,158.00	$1,622,962.72	$2,100,457.33	$2,092,673.33
Hours Worked	22,502.26	23,185.18	30,006.53	29,895.33

R&D DISCUSSIONS

Subject	Posted By
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
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
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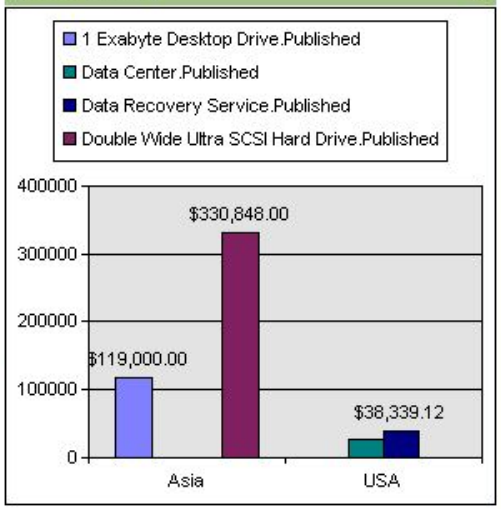
	USA Double Wide Project	MAESTRODEMO\jadams
	Asia Data Center Project	MAESTRODEMO\jadams
	msprojectimage	MAESTRODEMO\jadams
	Asia Admin Project	MAESTRODEMO\jadams

PROJECT COSTS



REPORT VIEW

Time
All Years

Drop Column Fields H

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

Done Trusted sites

start Contoso, Ltd. - Rese... Maestro Portal.doc - ... EN 12:41 PM

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

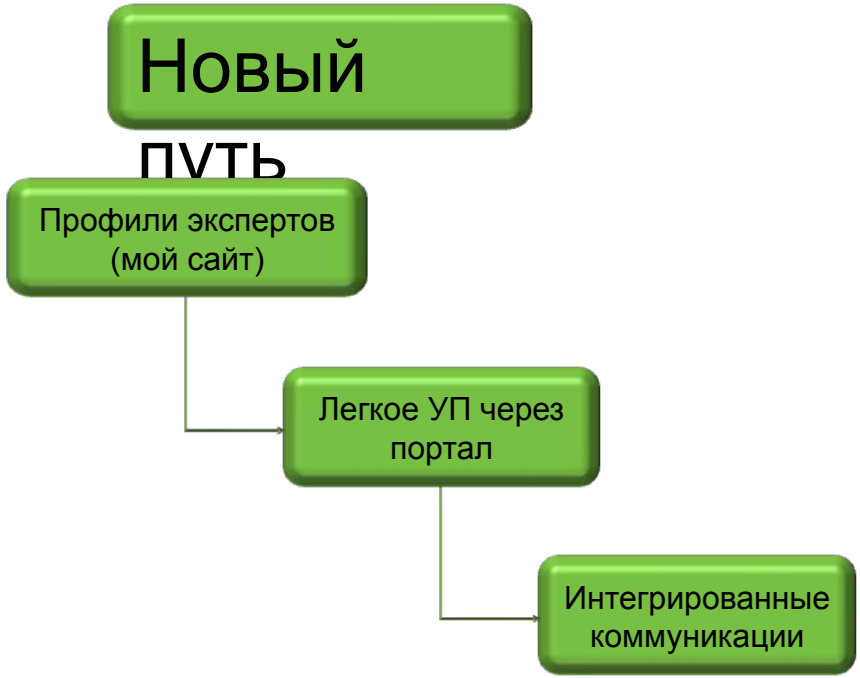
Microsoft Office

Управление проектами

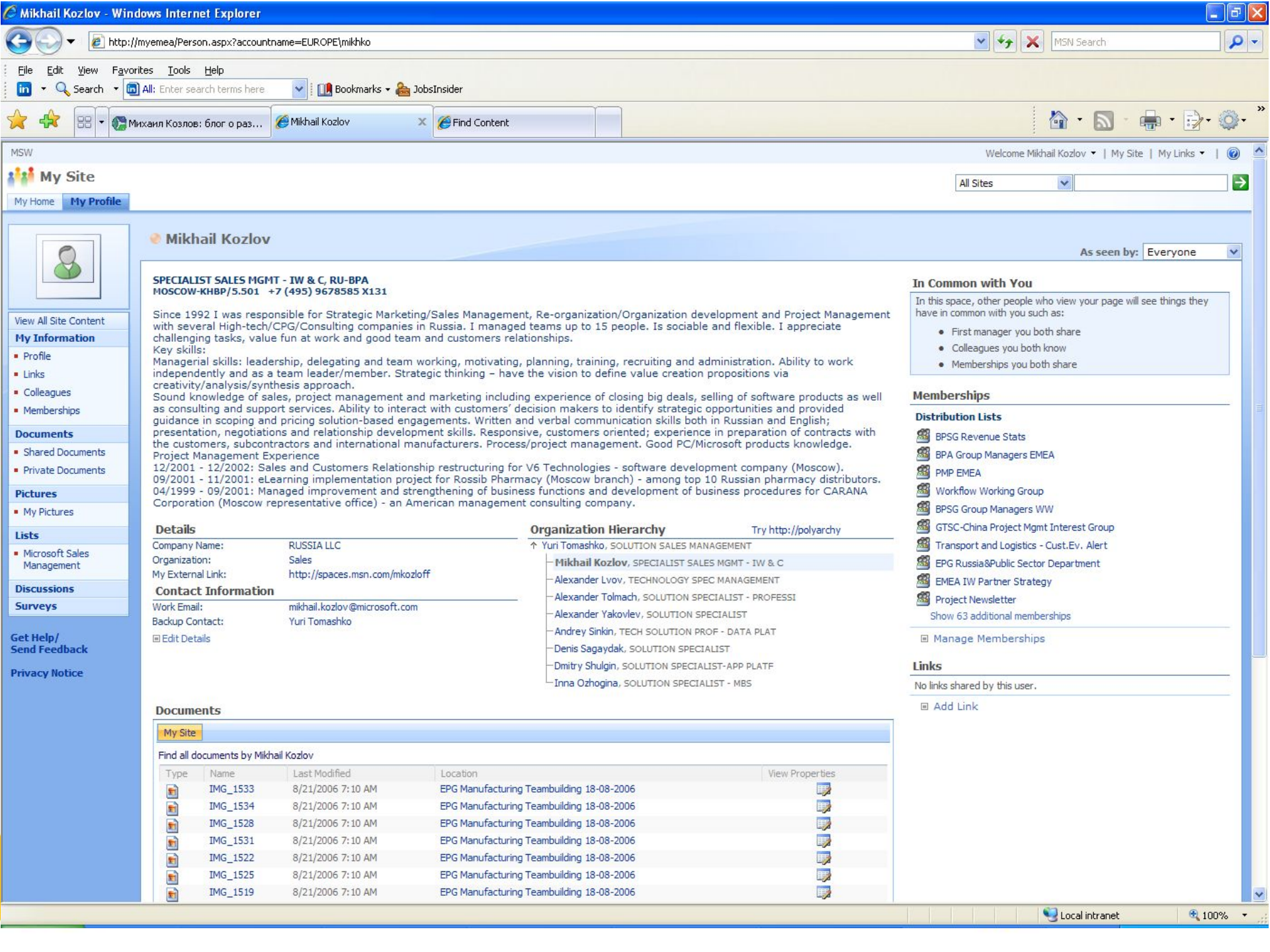
- Бизнес-сценарий
  - Руководитель проекта собирает виртуальную проектную группу для запуска нового продукта
  - Подбирает участников на основе их опыта, экспертизы и знаний
  - Собирает информацию по проекту и коммуницирует его статус

Проблемы

- Трудно найти экспертов в организации
- Сложно управлять множеством малых одновременных проектов



Microsoft Office


Mikhail Kozlov - Windows Internet Explorer
http://myemea/Person.aspx?accountname=EUROPE\mikhko
MSN Search
File Edit View Favorites Tools Help
Search All: Enter search terms here Bookmarks JobsInsider
Михаил Козлов: блог о раз...
Mikhail Kozlov
Find Content
MSW
Welcome Mikhail Kozlov | My Site | My Links
My Site
All Sites
My Home My Profile
Mikhail Kozlov
As seen by: Everyone
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.
View All Site Content
My Information
Profile
Links
Colleagues
Memberships
Documents
Shared Documents
Private Documents
Pictures
My Pictures
Lists
Microsoft Sales Management
Discussions
Surveys
Get Help/ Send Feedback
Privacy Notice
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
Documents
My Site
Find all documents by Mikhail Kozlov
Type Name Last Modified Location View Properties
IMG_1533 8/21/2006 7:10 AM EPG Manufacturing Teambuilding 18-08-2006
IMG_1534 8/21/2006 7:10 AM EPG Manufacturing Teambuilding 18-08-2006
IMG_1528 8/21/2006 7:10 AM EPG Manufacturing Teambuilding 18-08-2006
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Local intranet
100%

Edit Details - Windows Internet Explorer

http://myemea/_layouts/EditProfile.aspx

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Search All: Enter search terms here Bookmarks JobsInsider

«Люди готовы»: обзор | http://www.microsoft.com/r... | Edit Details | MS.OSS.ADMIN collection

MSW

Welcome Mikhail Kozlov | My Site | My Links |

EMEA Personal Site Host

My Home | EMEA Personal Site Host | My Profile

EMEA Personal Site Host > Profile

Edit Profile

Get Help/
Send Feedback

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Save and Close | Cancel and Go Back

		Show To
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.	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

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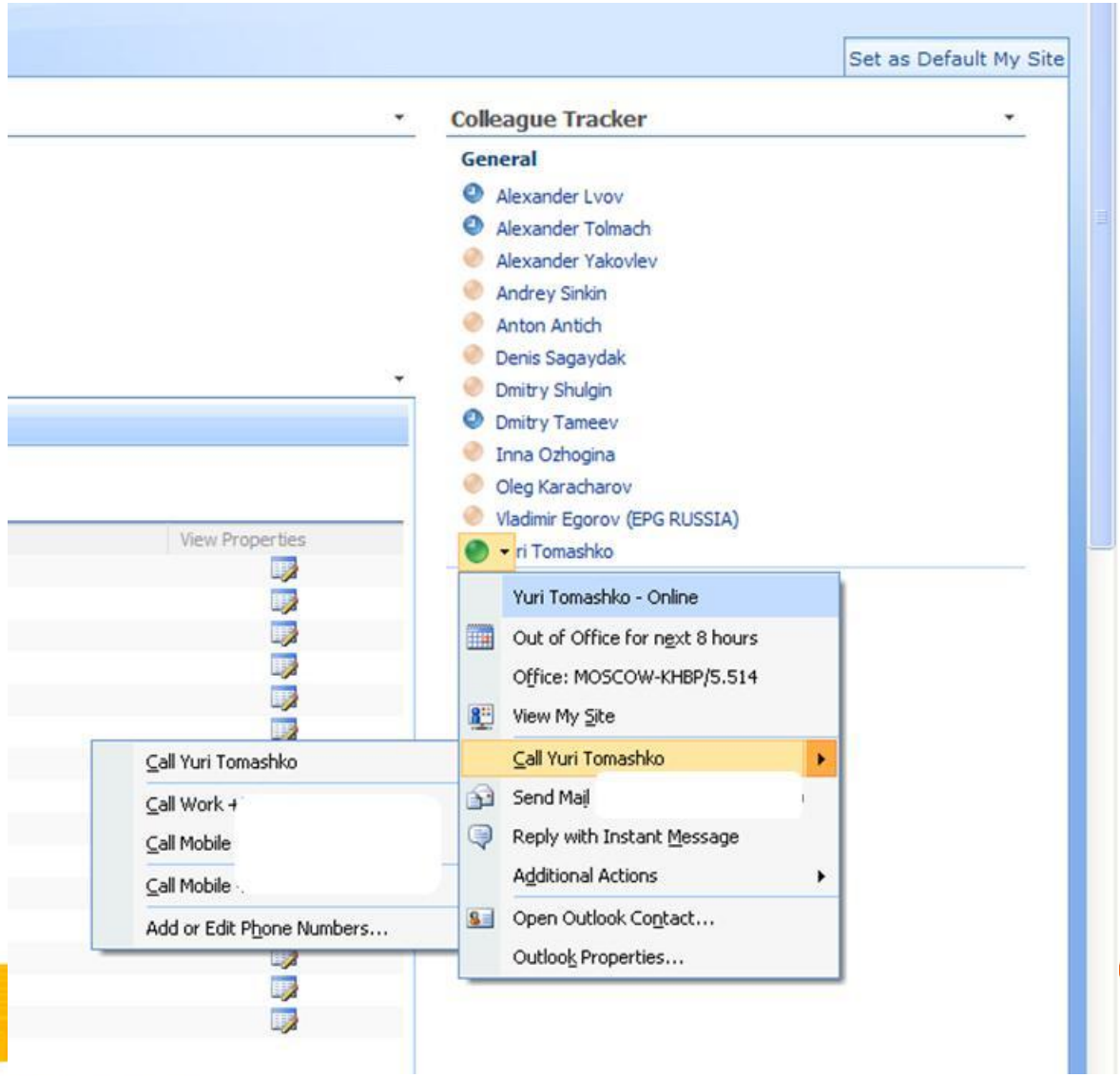
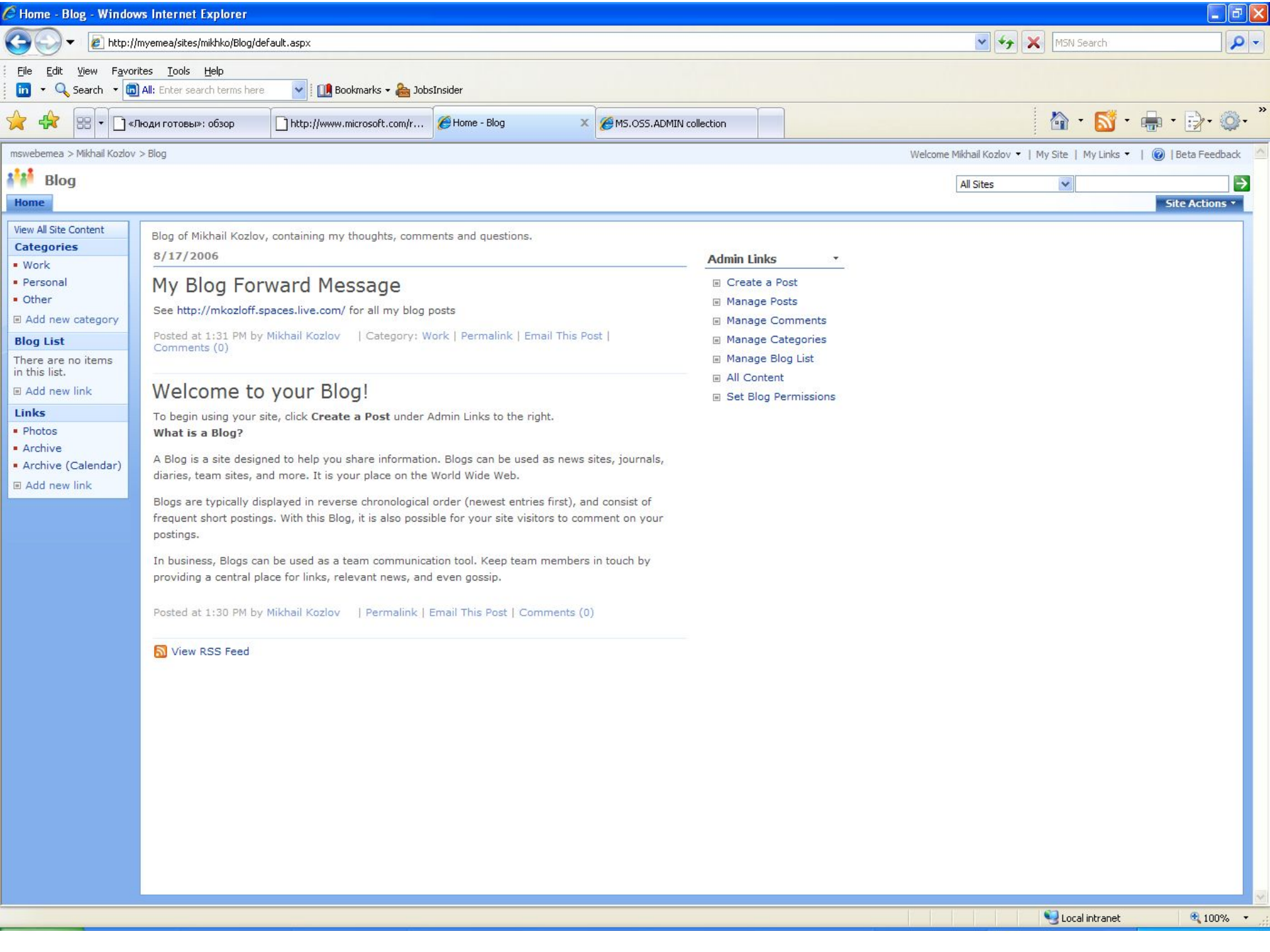
Все коммуникации под рукой

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All Sites
Home
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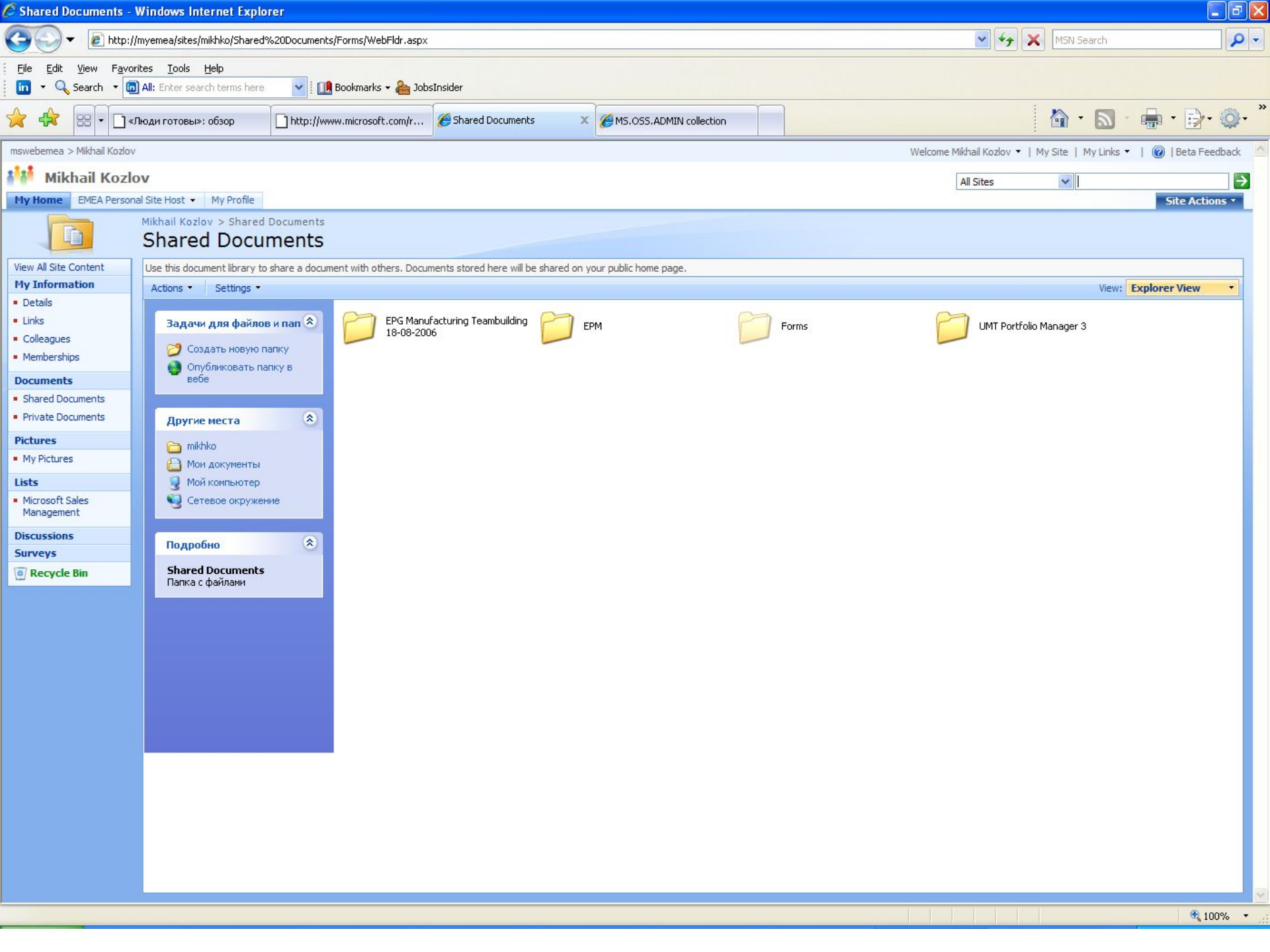
Categories
Work
Personal
Other
Add new category
Blog List
There are no items in this list.
Add new link
Links
Photos
Archive
Archive (Calendar)
Add new link
Blog of Mikhail Kozlov, containing my thoughts, comments and questions.
8/17/2006
My Blog Forward Message
See http://mkozloff.spaces.live.com/ for 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
Local intranet
100%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Mikhail Kozlov
All Sites
My Home
EMEA Personal Site Host
My Profile
Site Actions
Mikhail Kozlov > Shared Documents
Shared Documents
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
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
Задачи для файлов и пап
Создать новую папку
Опубликовать папку в вебе
Другие места
mikhko
Мои документы
Мой компьютер
Сетевое окружение
Подробно
Shared Documents
Папка с файлами
EPG Manufacturing Teambuilding 18-08-2006
EPM
Forms
UMT Portfolio Manager 3
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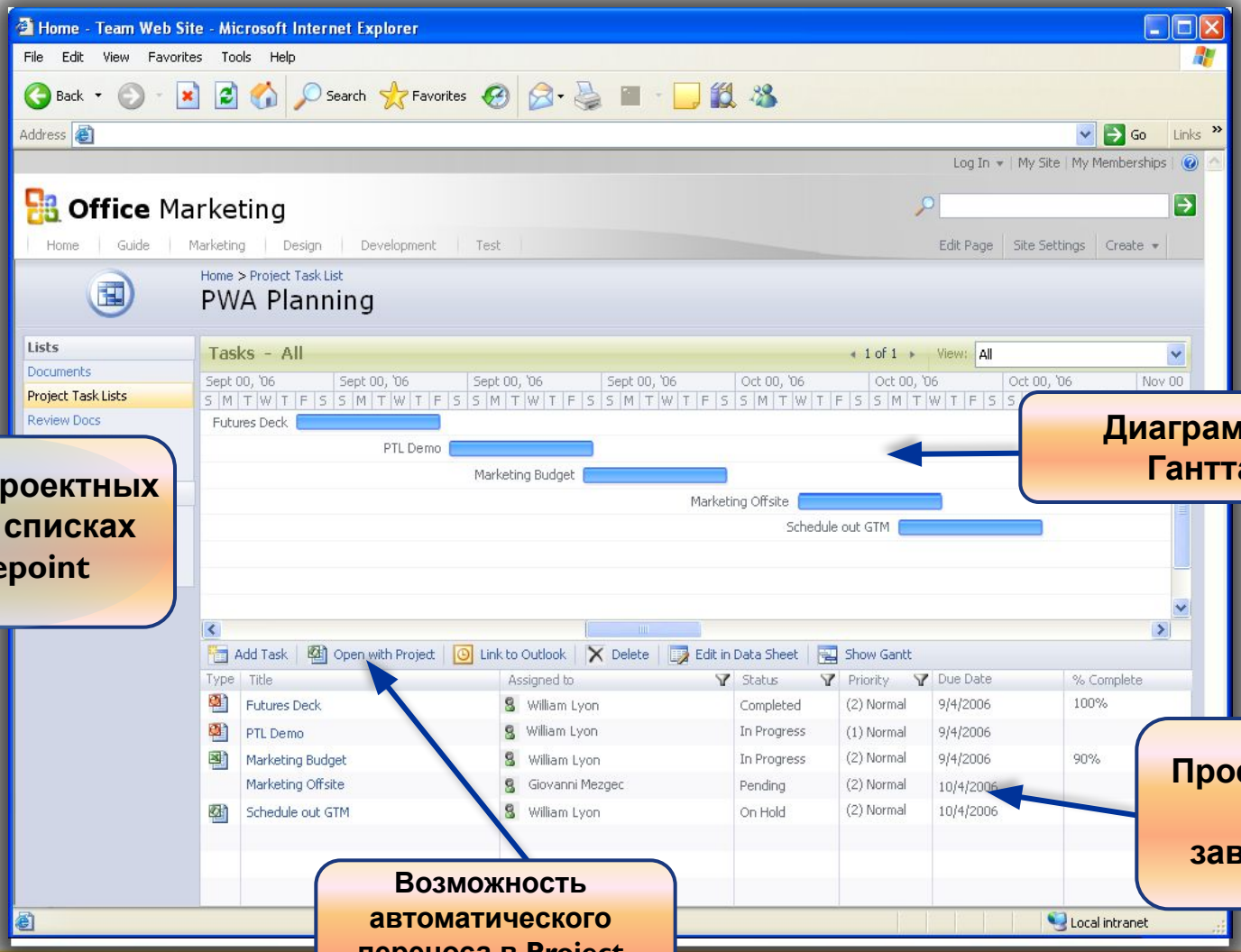
Простое управление проектами



Списки проектных задач в списках Sharepoint

Диаграммы Гантта

Простые списки задач и зависимостей

Возможность автоматического переноса в Project Professional

Microsoft Office

Подготовка презентаций

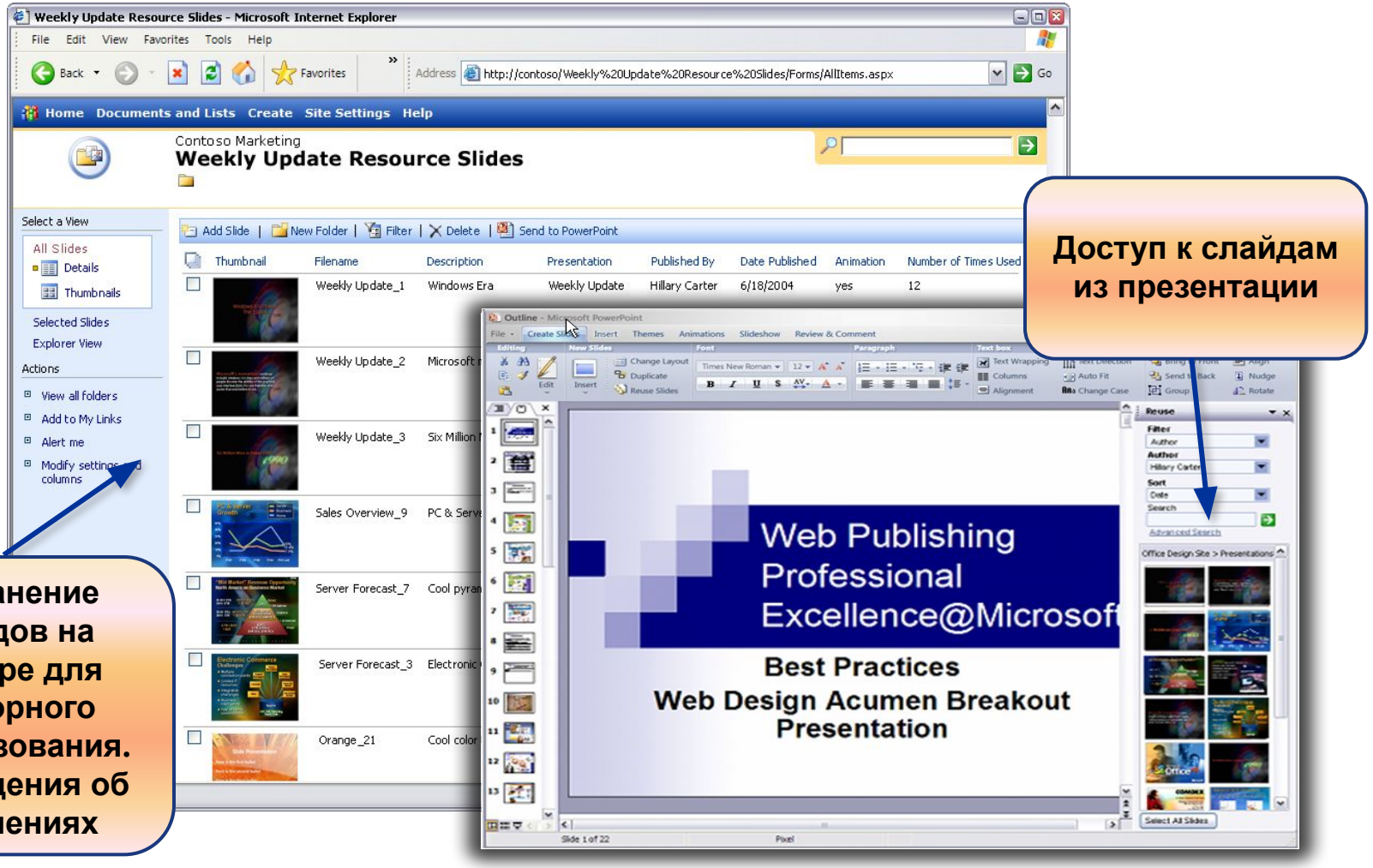
- Бизнес-сценарий
  - Менеджер проекта готовит сводную презентацию для управляющего комитета
  - Ищет типовые шаблоны и графики в своих старых презентациях и у коллег
  - Тратится лишнее время на оформление и воспроизведение контента

Проблемы

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

Microsoft Office

Библиотеки слайдов PowerPoint



Microsoft Office

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

Microsoft Office

Сайты хранилищ документов

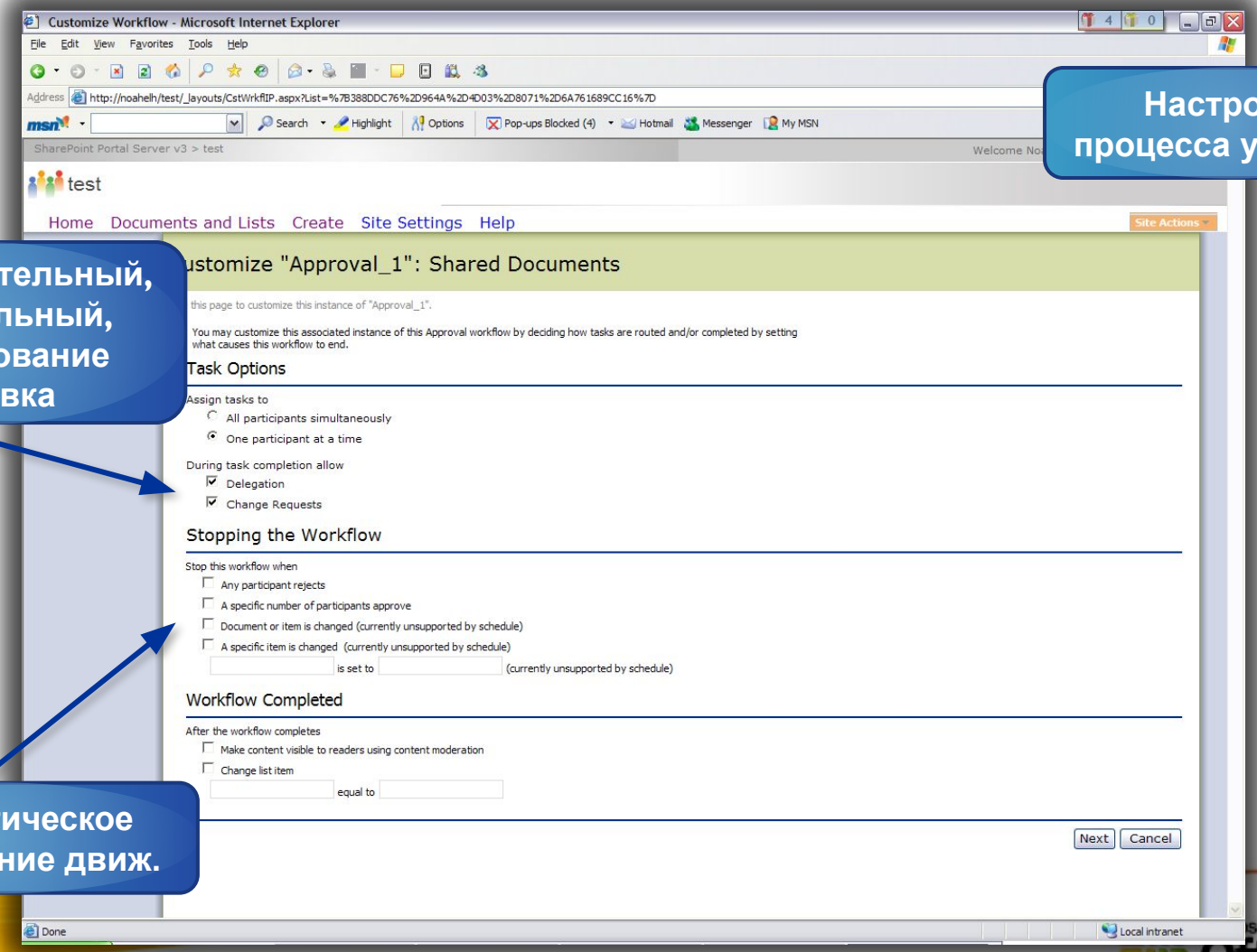
Установка корп. типов данных

Дерево папок

Управление различными версиями

Поиск документов по реквизитам

Документооборот (workflow)

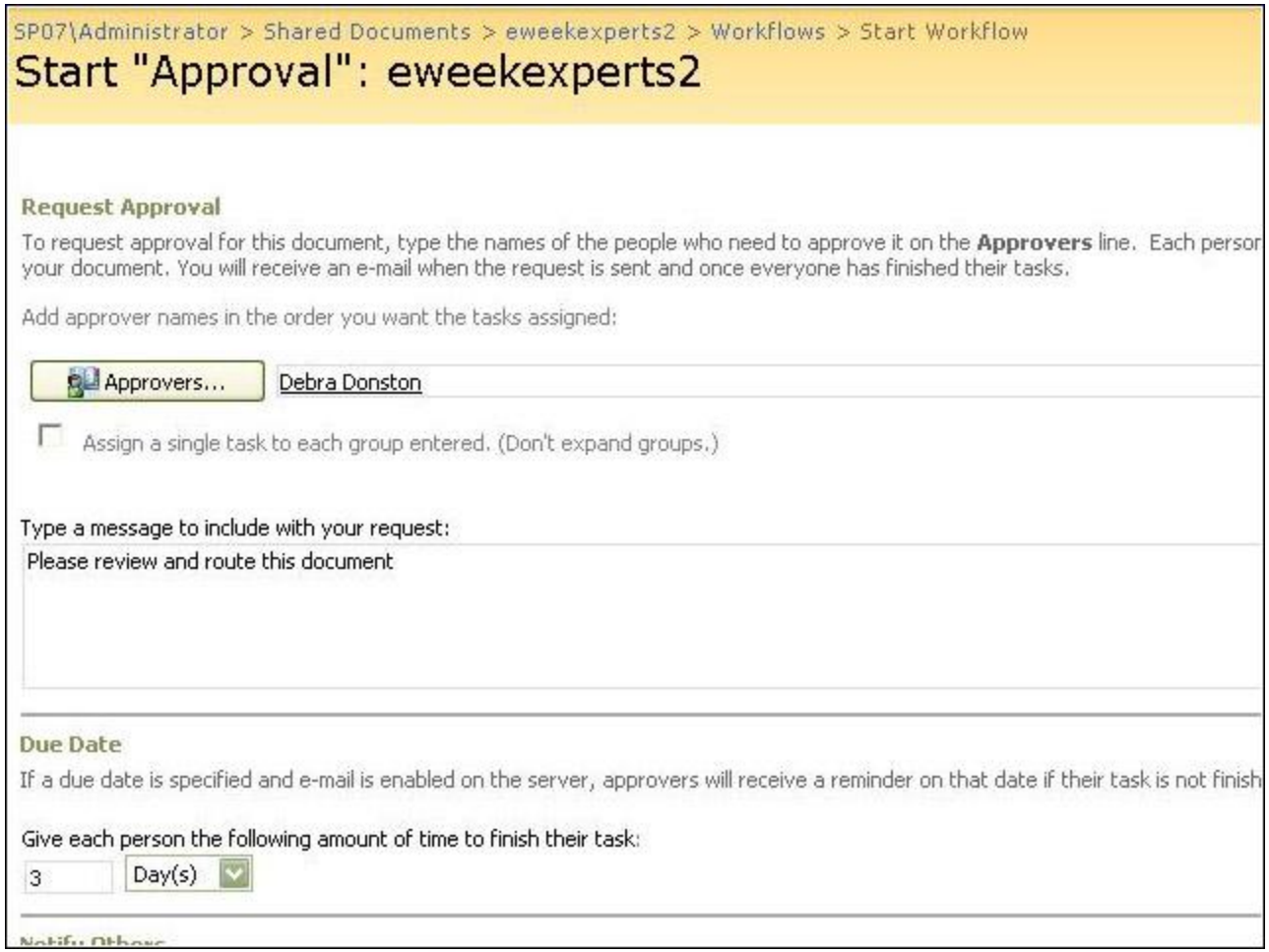


Настройка процесса утвержд.

Последовательный, параллельный, делегирование и правка

Автоматическое прекращение движ.

Согласования и утверждения



Microsoft Office

Управление договорами с Office 2007

ВИДЕО

Microsoft Office

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 Office

Microsoft®

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

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