

Team Collaboration

Team Collaboration

In traditional project management, focus has always been on project schedule, budget, work, scope, and the quality of deliverables. Team collaboration, however, is the backbone that supports and drives overall project success and execution effectiveness. Team collaboration has evolved over the past decade from informal techniques into a recognized discipline that helps organizations more effectively find and share information. In turn, tools that support collaboration have evolved from the early concept of a shared server to the sophistication of solutions like Microsoft® SharePoint® Server 2010.

Whatever a project's size, it often requires the knowledge and capabilities of diverse teams from different departments, geographies, and organizations. The Internet and emergence of Web 2.0 capabilities has led organizations and individuals to work differently. To ensure project success, teams need the right information at the right time and require tools that support effective collaboration and communication. As a result, collaboration tools and techniques are fueling the next phase of project management evolution.

Organizations that hope to achieve increased efficiency and growth will benefit from employing effective collaboration techniques within their project and portfolio management (PPM) processes, including the following:

- **Provide a central location for team collaboration.** With one location for project-related information, team members can quickly review project status, access related artifacts, and more effectively collaborate.
- **Package best-practice templates.** Organizations gain efficiency through standardization and by reusing project-related artifacts and processes based on best practices and lessons learned.
- **Effectively manage a variety of content.** In most organizations, information is growing exponentially and businesses require efficient ways to manage it. From faster access, enforced security, and improved control to reducing manual processes, Enterprise Content Management (ECM) helps organizations address all forms of information needs.
- **Simplify and enhance team communication.** With the growth of Web 2.0 implementation, and the Web's intersection with social behavior, individuals and teams are looking for ways to enhance and simplify team communication. Project teams can enhance communication by using blogs, wikis, discussion forums, and presence (with Microsoft® Unified Communications).

Microsoft® Project Server 2010 is built on SharePoint Server 2010, and combines powerful business collaboration platform services with structured execution capabilities to provide flexible work management solutions (see Figure 1).

Team Collaboration

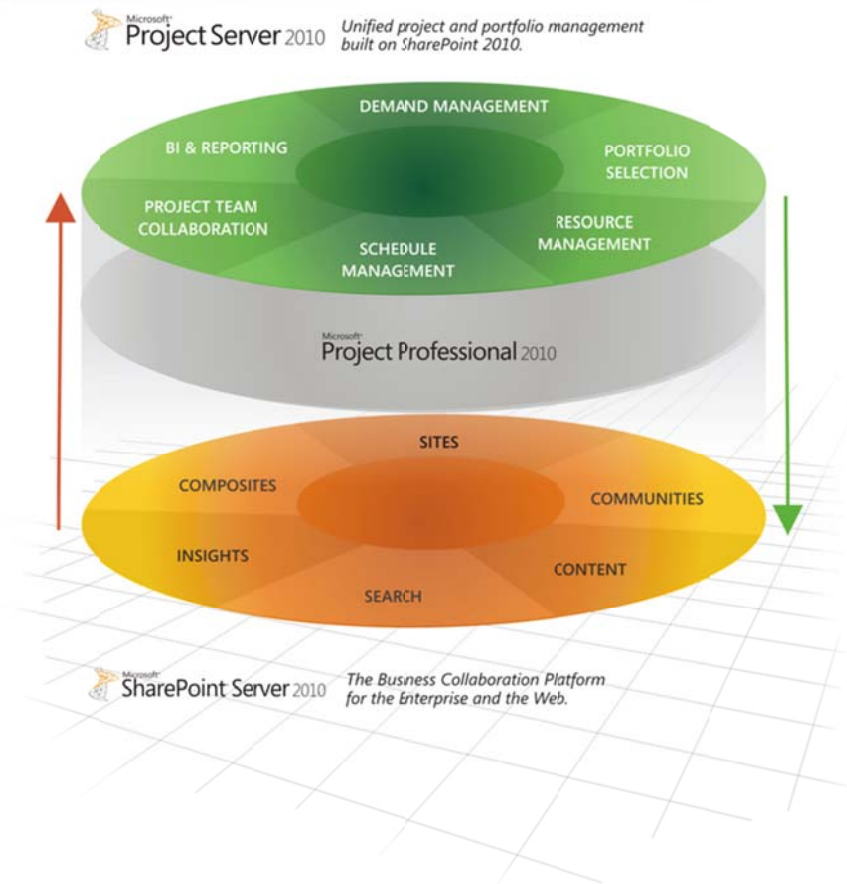


Figure 1. Project Server 2010 – Built on SharePoint Server 2010

Project Server 2010 provides organizations with a powerful framework for team collaboration to create a true work management platform. Building on top of SharePoint Server 2010 ensures that organizations can:

- Take advantage of the Microsoft® Business Intelligence (BI) platform to easily create reports and powerful dashboards.
- Create custom Project Site templates for each type of project to provide a one-stop collaboration workspace for the team.
- Control document review and approval throughout the workflow.
- Use enterprise search to make it easy to find people and effectively mine project data.
- Connect teams and enhance communication with wikis, blogs, discussion forums, and My Sites.

Collaborate Using Project Sites

Project Server 2010 takes advantage of SharePoint Server 2010 team sites, ECM, and social computing capabilities to provide teams with a collaborative workspace—a Project Site—that contains project-

Team Collaboration

related artifacts and helps teams communicate and share information throughout the project life cycle. With Project Server 2010 administrators can define custom Project Site templates and associate them with an Enterprise Project Type (see the [Demand Management](#) section). An IT project might require a different Project Site template than a business project. With this flexibility project management offices (PMOs) can standardize Project Site templates across the organization by embedding and reusing best-practice document templates and techniques to improve project delivery and team collaboration. Project Sites are highly configurable and can include preconfigured Web parts—for example, Team Calendar, Project Schedule, or Issues and Risk—and custom Web parts to better disseminate project information. Incorporating social computing techniques, such as blogs, wikis, and discussion forums into the Project Site helps managers and team members collaborate more effectively (see Figure 2).

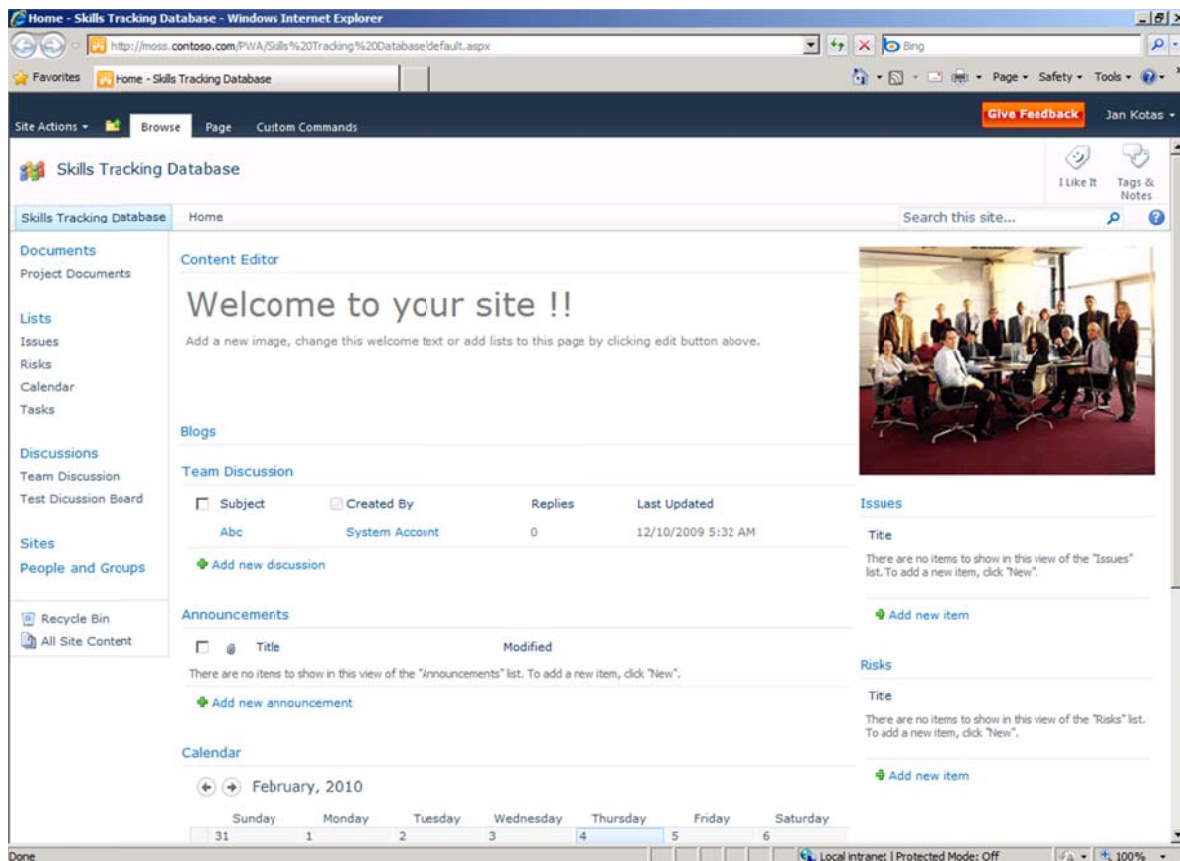


Figure 2. Project Server 2010 – Project Site

The default Project Site includes the following components:

- **Documents.** A central location for storing and managing project documents throughout the project life cycle.
- **Issues and Risks Log.** A central location for effectively identifying and managing issues and risks. It promotes use of standard processes for definition, impact assessment, escalation, and resolution.

Team Collaboration

- **Deliverables.** Project managers can publish deliverables to the collaborative Project Site so that other managers can be aware of key dates and establish a soft dependency for their own plans. If the deliverable dates change, affected project managers are automatically notified the next time they open their project.
- **Team Calendar.** Helps the project manager visually communicate key meetings and recurring governance events, such as a weekly team meeting, to the project team.
- **Announcements.** An easy way to broadcast information to the project team.
- **Team Discussions.** Enable team members to openly communicate and debate topics within the Project Site. The discussion threads are maintained and can be viewed by the project team and stakeholders.

Enterprise Content Management and Search

Project Server 2010 uses SharePoint Server 2010 ECM capabilities to ensure that teams can effectively manage documents and artifacts throughout the project life cycle. The enhanced ECM capabilities in SharePoint Server 2010 help organizations manage digital assets, documents, records and discovery, enterprise metadata, and Web content. Project Server 2010 provides a central location for storing and sharing project documents that helps reduce the number of manual processes a team uses, and eliminates metadata silos within an organization (see Figure 3). PMOs can establish enterprise standards by easily publishing best-practice document templates and artifacts to libraries to enhance efficiency, productivity, and governance.

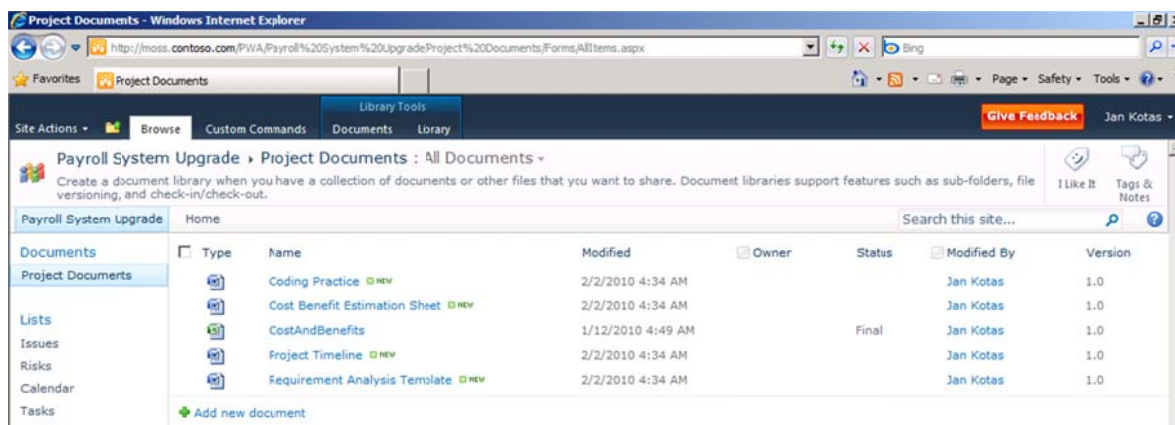


Figure 3. Project Server 2010 – Effectively manage an organization’s content and documents

Project documents and artifacts can, in turn, be linked to the corresponding task in the project schedule (see Figure 4). Decisions can be made by using the latest information because team members have a central location for finding the information they need, when they need it. Built-in version control helps manage the document revision process, ensuring quick access to the most recent copy of all documents, while maintaining earlier iterations for reference. Flexible document workflow capabilities help minimize the typical e-mail routing and review cycles that most project teams experience today and provide a clear history of approvals and reviews on every major deliverable.

Team Collaboration

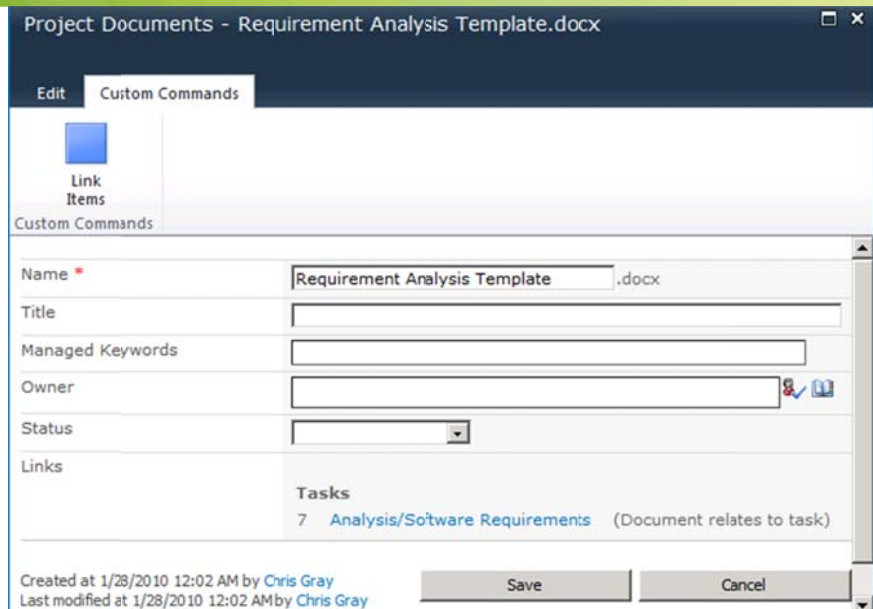


Figure 4. Link document with project tasks

Project Server 2010 can be configured to take advantage of sophisticated SharePoint Server 2010 search engine capabilities. The broad reach of search capabilities in SharePoint Server 2010 makes the most of your content and provides visual tools to deliver results. Enterprise search amplifies the impact of knowledge and expertise by delivering a platform for social computing, collaboration, ECM, and BI. Project teams can take advantage of platform search capabilities to more effectively mine project data and artifacts.

Move Forward with Social Computing and Communication

Project Server 2010 takes advantage of SharePoint Server 2010 social computing enhancements to support and lend order to the explosive growth of new social behaviors on the Web. PMOs can use Web 2.0 techniques to enhance their governance processes and further enhance team communication and collaboration. Project teams have access to powerful social capabilities such as wikis, blogs, discussions, Project Sites, and portals that drive the user participation and interaction that fuel creativity and productivity (see Figure 5).

Team Collaboration

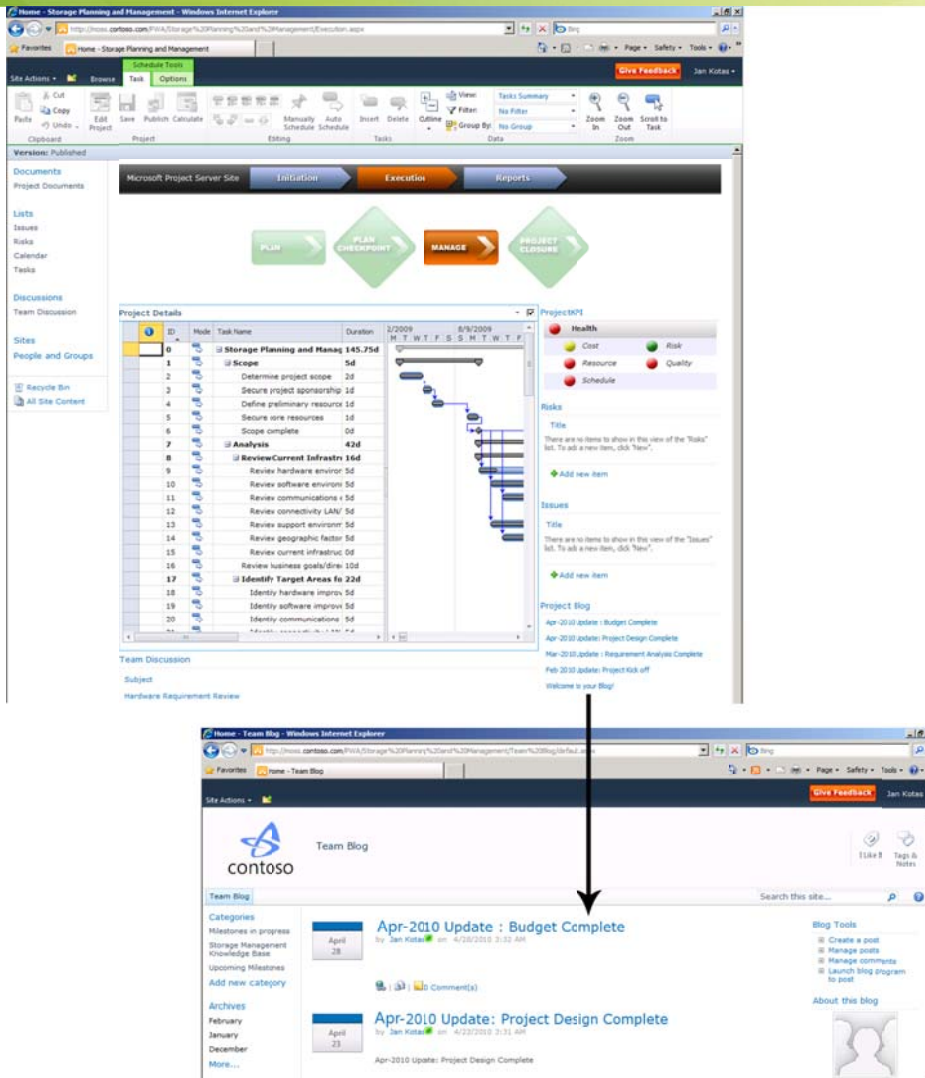


Figure 5. Project Server 2010 – Example of a blog used to convey project information

Project and functional teams can use blogs to provide frequent updates on project activities such as recurring status reports and key announcements. Discussion forums ensure that team members can easily communicate with each other by using the Project Site. Wikis can provide an overview of all phases and steps within the governance process.

Additional Resources

Additional Resources

For expanded help, step-by-step guides, and video training on how to get the most of Project Server 2010 and the Microsoft EPM Solution, visit [Microsoft Project](#).

To learn more about Project 2010 and the Microsoft EPM Solution, refer to the following list of related links:

Product information

[MSDN Project 2010 Beta](#)

[Project 2010 Blog](#)

[Project Team Blog](#)

Interactive content - Videos & Sessions & Webcast

[Project 2010 Video Showcase](#)

[Enterprise Project Management Microsoft Events](#)

[Project Developer Center](#)

[Microsoft Office Project TechNet](#)

Project Professional 2010 and Project Server 2010 Demo Image:

[Download](#)

[Hosted Virtual Lab](#)

IT Professional related – Tech Center at TechNet

[Project Server](#)

[SharePoint](#)

[Project Administration Blog](#)

Developer related - Developer center at MSDN

[Project](#)

[SharePoint](#)

[Programmability blog](#)

Additional questions? Project 2010 Forums!

[Project 2010](#)