SHAREPOINT CAN DO A MILLION THINGS

HERE'S FIVE

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MEET THERMAN TROTMAN

I'm Therman, but some people call me Mr. SharePoint.

I'm your SharePoint expert who isn't your typical "IT Guy".

Over the years, I've helped 100s of users do their job better using SharePoint and other technologies in the Microsoft suite.

With over 22 years of experience in the IT industry, I'm your go-to guy for all things tech and productivity.

I love to show people how to make life better using tech and my approach to teaching makes the process smooth and memorable.

Here's an example of how I've done that:

About 6 months after quitting my job to be independent full time, in 2022, I was sitting in my car, waiting for my daughter to finish practice, when I got a call from a long-time friend of mine. We hadn't spoken in a few months, but it's all good because there's always a few months between each time we chat.

Anyway, we talked about everything under the sun…per usual. Our kids, our future, rap, the women in our lives and eventually business.

For some reason, we didn't know that we were both trying to grow a business. He and his two partners. And me, by myself.

As he told me about his business, I listened intently as I'd listened to everything else he told me.

I found out he was dealing with what I like to call "spreadsheet chaos". You should be able to interpret what that means.

I dug deeper. I found out more about the headache he was experiencing. Eventually, I'd heard enough. I couldn't

believe one of my closest friends was having this experience while I was ready and available to help.

He put me in touch with his partner who was to be my main point of contact. We worked out a fair deal for six months.

This was enough time for me to capture detailed requirements, build tools and systems, publish them and provide support afterwards as well as on-demand video tutorials.

I took them out of spreadsheets and put them in a system in the Microsoft 365 suite (which they were already paying for).

I coined it the "Vehicle and Driver Management System" aka VDMS. It allowed them to streamline the core process of their business.

I gave them a SharePoint-based intranet where they could store ALL THINGS FOR THE COMPANY.

I created a report in Power BI that shows some very important numbers for the company. I embedded it on the homepage of the intranet.

This report was automatically fed its information from the VDMS.

I was so happy I could help out a friend in such a major way. Here's the feedback I got when our contract ended:

Partner 1: "It was super beneficial for us to learn about the Microsoft suite through your expertise. I think you took us to another level as a company and individually. Looking forward to future endeavors".

Partner 2: "Was great working with you and being able to learn so much from you when it comes to the Microsoft Suite. You took my calls no matter what. Making yourself accessible at a moment's notice to answer whatever questions I had. Truly thankful for you and what you've provided our team"!

My Friend: "As previously stated, I appreciate the work that you've put into creating this database. You legit brought our visions into a reality…THANK YOU"!

Long story short you're in safe hands.

This eBook is meant to give you a taste of the whole multilayered cake that SharePoint is and by the time you're halfway done, you'll be ready to have the whole thing.

WHAT IS SHAREPOINT?

SharePoint is a customisable cloud-based tool that helps organizations share and manage content, knowledge, and applications.

It empowers your team members to find and manage information quickly.

It also allows seamless collaboration across the organization.

In other words, it's the breakthrough you've been looking for.

The best part is if you're subscribed to the Microsoft 365 suite, you have complete access to it ALREADY.

So let's get into it. The reason you're here. Out of the million things SharePoint can do, let's talk about five:

#1

You can build websites.

I'm talking about modern, secure, internal websites...for any reason.

So, assuming you were a Project Manager, you can build a site for your projects and host ALL your project resources there. In other words, a one-stop-shop.

The same goes for Government Contractors.

Here's an example project:

A Headquarters Building Expansion

Here are some examples of project resources that would be on the one-stop-shop:
- A Project Scope
- Blueprints and pics of the new portion of the building
- A Timeline with milestones
- A Stakeholder engagement list

- News and Announcements related to the project (this is better than email)

- A link to any external apps you might be using (like QuickBooks or Canva)

- BONUS: If your organization uses Teams a lot, you can embed this site right into Teams. Or, if your organization uses Teams just to chat and host docs, you can link to the Team from this site.

The Microsoft 365 suite has gotten sweeter.

#2

SharePoint can give you a URL.

Let's have an example to help you understand.

Let's say you have 30 Project Documents in a Library. 10 are blueprints, 10 are administrative and 10 are process related.

Here are some of the URLs available to you in this scenario:

1. A URL that leads to the Project Documents library
2. A URL for each document in the library
3. A URL for any filter you create (all the blueprints, for instance)

Here are some ways you can use these URLs

1. Send an email with a link that leads to a specific document
2. Add a link to a button on a SharePoint site that reads "Blueprints"

3. Add a link in the site navigation that reads "Process Documents"

Again, I'm only scratching the surface here, but I want you to remember an overall concept:

SharePoint and Microsoft 365 build links for everything.

It makes it very easy to link and integrate all your assets. The more you use these tools, the more you'll start to manage your information this way.

If you want to know more about linking and integrating all your project assets in the 365 suite you should [book a free call with me](#).

#3

When using a SharePoint list, the list can be filtered to only show items that belong to you.

You might not get how big a relief this is until I show it to you. For now, let me give you an example.

For instance, you and other members of the team are working on the Risk Register for a project. Multiple risk owners will need to interact with and update this list. Right?

You can set a list view to "only show items that I own". This way, you can stay focused on the risks you're in charge of while the overall project manager can manage all the risks collectively.

This is not a smooth process when using a spreadsheet. It IS when using a list.

Here's a video I made where I demoed this concept:

https://lnkd.in/egakFPVa

#4

You can use SharePoint to create a dashboard for yourself.

If you're someone that uses, let's say, Canva for graphics, Buzzsprout to host your podcast, Convertkit for email, ChatGPT for whatever, Buffer for social media and any other apps and websites, you can add these to your SharePoint dashboard.

You're probably thinking "Why would I make a whole site, I have everything conveniently saved as favorites?"

Good point.

But what happens when you start to hire people? Then what?

Are you gonna share your favorites with them?

Or would you rather point them to a site with all the things you use, descriptions of how you use them and the username and passwords they'll need to log in?

I think I can guess which one you'd prefer.

If you pay for the Microsoft 365 suite and want to get started building your own dashboard (or maybe building one for your boss, so you can look like a superstar and get that recognition you're looking for), book a free call with me. I'm about to help you up your project management game.

#5

Lists and Libraries.

There are two major components of SharePoint.

Lists and Libraries.

Lists track information.
Libraries track files.

Here is a sample use case for each one:

List - A Project Manager might create a Stakeholders List for a project

Library - A Project Manager might ask everyone to sign an NDA and upload them to a library.

Now that your buns are buttered, here's the kicker:

Every item in a list and every file in a library automatically tracks the following information:

ID - an incremental unique ID for every record

Modified - the time and date a record was last edited

Modified By - who edited this record

Created - the time and date a record was created

Created By - who created the record

You can leverage this information to power up your automation and do all kinds of cool things.
A spreadsheet can't give you this stuff.

FYI - you can't track "Modified by" and "Created by" when you share your lists and libraries externally. It will be shown as "Anonymous".

Talk about keeping third parties out of your business.

These are just 5 of the many cool things you can do with SharePoint.

If you would like to know more about it and include it into the work tools you use, make sure you have me booked for a consultation session. I'll talk to you then.

My only warning to you is you shouldn't share any of this information with your friends or they might become as good as you or even better at this project management thing. I'm sure you get the gist.

WHY YOU SHOULD CARE ABOUT SHAREPOINT

SharePoint is a versatile, quick fix for almost anything you need to do in the 21st century that's work-related. More specifically, it can be used to get things done more efficiently in:

•Project Management

•Task Order Management

•Law firms

•Construction

•Engineering

•Logistics

•Accounting

•HR

•Sales and Marketing

•Customer Service

•Research

•Government Agencies

•NGOs

And loads more...

[Book a free consultation](#) with me so we can start getting you better results without making you work harder.

FREE WEBINARS

I do two free webinars every month to show people how they can practically use SharePoint to crush their tasks at work.

[Join my email list so you can get updates.](#)

At the workshops, you can network with other professionals who know the importance of getting the right results and want to do it in less time.

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If you want me to help you make the best of your next project, [book a free call with me](#).