

5 THINGS

YOU MUST DO BEFORE YOU START YOUR NEXT PROJECT



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Create an MS Team:

This will serve as the central location for communication within the project team.



Update the backend SharePoint site:

Configure your SharePoint site to provide all the assets everyone will need for the project once and for all. No need to rummage through emails, ever!



Add SharePoint to Teams:

Your folks will be spending a lot of time in Teams. Make the SharePoint site easy to get to by adding it to the Team. Easy access cuts out time wasting.



Add Team Members:

You're done setting everything up, it's time to start adding everyone to the Team.



Send a kickoff email:

Send a short email to your team with a link to your SharePoint site that explains what they can find there.



Start Managing Your Project!

Now, you're ready for seamless collaboration and workflow!