

# 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!