



Service: Tools for teamwork – collaboration site

Improve programme teamwork by setting up a team collaboration site using standard office software tools

Typical Benefits

- All programme risks, issues, actions, changes, decisions visible to all programme team members and available to edit for multiple simultaneous users, with personalised filters.
- Programme team is aware of the challenges facing the team and what is being done about it, enabling them to take the challenge into account when planning their own work, or contribute to the resolution of the challenge.
- All this contributes to greater predictability in delivery, and more delivery of projects right first time, on time.

Overview and typical delivery approach

- Establish degree of organisational use of Microsoft® Office 365®
- Set up shared programme mailbox and calendar, Office 365® group with SharePoint® team site
- Set up SharePoint document library, set up custom SharePoint® lists for risk register, issues register, actions register, decisions register, change register
- Set up custom views for registers and document library

Optionally:

- Deliver training on how to use document library and registers
- Monitor and maintain registers
- Set up Power BI® report / dashboard to provide an overview of the team site

Timelines depend on priorities, and any other services being delivered concurrently for the same client.

Deliverables

A Microsoft® SharePoint® team site containing:

- Custom registers for Actions, Issues, Decisions and Change requests
- Document library (and another one with restricted permissions if appropriate)
- A family of custom views for all the above

Optionally:

- Training on how to use the site
- PowerBI® report / dashboard allowing live analytical overview of risks, issues, etc.

Client testimonial

*“I engaged Pragmatic PMO on a strategic programme that had been running in feasibility mode for 8 months, and was about to move into implementation. When Pragmatic PMO was engaged, we had **no project management function or framework** to support the programme I had come in to recover. As a result the programme had little in the way of basic project management infrastructure.*

*Pragmatic PMO implemented **just enough project management fundamentals** and discipline to enable the programme to robustly deliver some fantastic outcomes for the client. If you are looking for strategic programme delivery support services that you can actually lean on, **Pragmatic PMO should be at the top of your list.**”*

Mark Ferguson, Programme Director