

# PROJECT COLLABORATION SITES

## Handout from Panel Presentation at ILTA 2010

Whether you're new to project management, or already use project collaboration, we hope our presentation will provide encouragement and a fresh perspective as you build, or improve, your project collaboration sites. Please feel free to use this handout to record your thoughts, questions, and ideas for follow-up research. The  is provided in case you want to check off items you've already implemented, or highlight ideas you want to pursue.

### DEFINITION OF A PROJECT COLLABORATION SITE

A common repository for project information (e.g., documents, tasks, milestones, risks) to improve project communication, efficiency, control, and quality.

| Why use site collaboration techniques?                              | Notes/Ideas/Questions |
|---|-----------------------|
| <input type="checkbox"/> Project request submission and tracking    |                       |
| <input type="checkbox"/> Central repository for project information |                       |
| <input type="checkbox"/> Ability to link with vendors or clients    |                       |
| <input type="checkbox"/> Better reports on project status           |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |

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| Ideas for Collaboration Solutions   | Notes/Ideas/Questions |
|---|-----------------------|
| <input type="checkbox"/> Shared folders for documents                             |                       |
| <input type="checkbox"/> Project workspaces in a DMS (FileSite, for example)      |                       |
| <input type="checkbox"/> Email threads  |                       |
| <input type="checkbox"/> Excel spreadsheets (maybe with links to supporting docs) |                       |
| <input type="checkbox"/> Project management software                              |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |

| Who is doing it?                         | Products                   |
|--|----------------------------|
| <input type="checkbox"/> Vinson & Elkins | Base Camp (evaluating)     |
| <input type="checkbox"/> Sonnenschein    | SharePoint 2007            |
| <input type="checkbox"/> Sheppard Mullin | pmPoint (SharePoint-based) |
| <input type="checkbox"/>                 |                            |
| <input type="checkbox"/>                 |                            |
| <input type="checkbox"/>                 |                            |

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| What Elements are Important for your Collaboration Site?   | Notes/Ideas/Questions |
|--|-----------------------|
| <input type="checkbox"/> Project request tracking, workflow, reporting   |                       |
| <input type="checkbox"/> Central information repository  |                       |
| <input type="checkbox"/> Consolidate various kinds of info – documents, links, videos, databases, etc.   |                       |
| <input type="checkbox"/> Access control  |                       |
| <input type="checkbox"/> Lists you can sort or filter, with easy view modification for users – use for tasks, risk, issues, contacts, or ... ? |                       |
| <input type="checkbox"/> Discussion threads  |                       |
| <input type="checkbox"/> Alerts  |                       |
| <input type="checkbox"/> Project management tools (e.g., Gantt charts, time tracking, milestones)  |                       |
| <input type="checkbox"/> Extensible (through third-party products)   |                       |
| <input type="checkbox"/> Document versioning   |                       |
| <input type="checkbox"/> Data export and reporting capabilities  |                       |
| <input type="checkbox"/>   |                       |
| <input type="checkbox"/>   |                       |
| <input type="checkbox"/>   |                       |

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| Product Distinctives   | Ideas/Notes/Questions |
|--|-----------------------|
| <input type="checkbox"/> In-house (e.g., SharePoint) or hosted (e.g., Base Camp) |                       |
| <input type="checkbox"/> Level of customization possible                         |                       |
| <input type="checkbox"/> Ease of customization                                   |                       |
| <input type="checkbox"/> Integration with other systems (e.g., DMS, Outlook)     |                       |
| <input type="checkbox"/> Level of complexity/granularity of data and reporting   |                       |
| <input type="checkbox"/> Feature set   |                       |
| <input type="checkbox"/> Visual appeal   |                       |
| <input type="checkbox"/> Ease of use   |                       |
| <input type="checkbox"/> Cost  |                       |
| <input type="checkbox"/>   |                       |
| <input type="checkbox"/>   |                       |
| <input type="checkbox"/>   |                       |

| Audiences / Desired use   | Ideas/Notes/Questions |
|---|-----------------------|
| <input type="checkbox"/> Project Managers – set up, organize, update, control   |                       |
| <input type="checkbox"/> Project Team Members – retrieve, update, report        |                       |
| <input type="checkbox"/> Project Sponsors/Executives – real-time status updates |                       |
| <input type="checkbox"/> Managers – project portfolio visibility                |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |

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| How do you know project collaboration is successful?  | Ideas/Notes/Questions |
|---|-----------------------|
| <input type="checkbox"/> Fewer bottlenecks for information – project team members have vendor contact information, executives can check on status |                       |
| <input type="checkbox"/> Useful archive of project course, events, lessons learned  |                       |
| <input type="checkbox"/> Info is either present in the system, or accessible via links from the system  |                       |
| <input type="checkbox"/> Team members, resource managers, dept. heads support and recommend its use   |                       |
| <input type="checkbox"/> Information is kept fresh via data updates, document uploads, etc.   |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |

| Are there risks in project collaboration?   | Ideas/Notes/Questions |
|---|-----------------------|
| <input type="checkbox"/> Compromise of confidentiality  |                       |
| <input type="checkbox"/> Unclear / unenforced update policies, so info isn't captured   |                       |
| <input type="checkbox"/> Hyper-vigilance or overuse   |                       |
| <input type="checkbox"/> Duplication of existing info – vendor lists, asset tracking, software inventory, team sites, invoice tracking, contract repository, etc. |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |
| <input type="checkbox"/>  |                       |

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#### CONSIDERATIONS SUMMARY

Core needs

Short and Long-term strategy (or absence thereof)

Effort, skills, & time required for set-up and maintenance

Budget