

SES: Centralized Repository- User's Training



March 28, 2012

Revision History

Version	Description	Author	Date
0.1	Initial draft for SharePoint as repository	Brittany B	1/10/2012

Training Outline

- SES Centralized Repository
- PAL Overview
- Setup /Access to PAL
- SP Administrator Functions
- PAL Orientation (Using PAL)

SES Centralized Repository

- **SharePoint (SP)** is the tool of choice for centralized repository
- Contains company and project artifacts, processes, etc.
- Use to manage content via **SharePoint**
- SP provides control and security over our documents
- SP allows you to store or retrieve document, manage versions, publish documents to the Web, automate scanning, and much more

SES Centralized Repository

- SP accommodates any Windows based file type (Word, Excel, PowerPoint, PDF, AutoCAD, TIFF4 image files, multimedia files, etc.)
- SP is powered by Microsoft SQL Server and runs on current versions of Microsoft servers
- SP can be integrated into Windows Explorer, Ms Office, and Outlook and it is easy to learn and use

Access to SES SharePoint

- HR notifies the SES SP Administrator of new hire
- SES SP Administrator creates a user profile for the new hire
- SES SP Administrator sends user login information to user
- User is given a brief orientation on the SES SP
- If you don't have access to SES SP, please contact SP Administrator

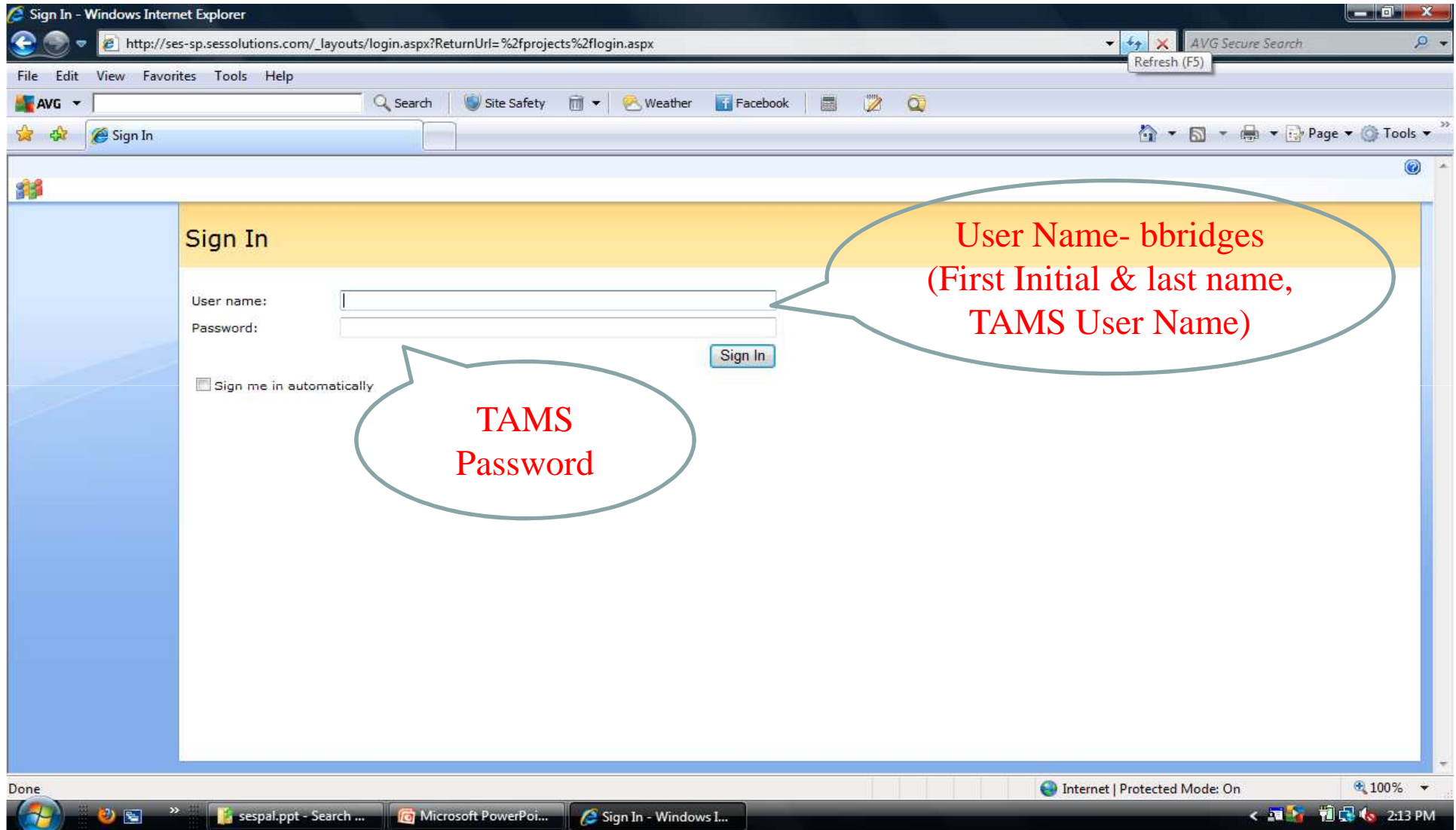
SES SP Administrators

- SP Super Administrator
 - Mohideen A Kader (mkader@sessolutions.com)
- BDST
 - Jessye Chancey- Higginbotham
(jhigginbotham@sessolutions.com)
- Projects
 - Raj Sharma (rsharma@sessolutions.com)

SES Centralized Repository

- To access SES SP, user has to browse the <http://ses-sp.sesolutions.com/> site
- There are two main sites
 - BDST
 - Projects

Login Page



SharePoint Site

The screenshot shows a Windows Internet Explorer browser window displaying a SharePoint Team Site. The address bar shows the URL `http://ses-sps01:6544/default.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows 'Home - SES Team Site'. The browser's status bar at the bottom shows the Windows taskbar with the Start button and several open applications: 'Inbox - Microsoft Out...', '3 Windows Explorer', 'Document2 - Microsof...', 'Microsoft PowerPoint ...', and 'Home - SES Team Sit...'. The system clock shows 5:19 PM.

The SharePoint site itself is titled 'SES Team Site' and is displayed in a blue-themed interface. The top navigation bar includes 'SES Team Site', 'BDST', 'NEXGEN', 'Projects', and 'Texas HHSC IV&V Portal'. A search box is present with the text 'This Site: SES Team Site'. The main content area is titled 'Software Engineering Services Proposal Workspace Collaboration Team Site' and contains several sections:

- Announcements:** A section with the text 'There are currently no active announcements. To add a new announcement, click "Add new announcement" below.' and a link 'Add new announcement'.
- Shared Documents:** A section with a table header containing 'Type', 'Name', and 'Modified By'. Below the header, it states 'There are no items to show in this view of the "Shared Documents" document library. To create a new item, click "Add new document" below.' and includes a link 'Add new document'.
- Tasks:** A section with a table header containing 'Title'. Below the header, it states 'There are no items to show in this view of the "Tasks" list. To create a new item, click "Add new task" below.' and includes a link 'Add new task'.
- Sites & Links:** A section with a table header containing 'URL'. Below the header, it lists 'SES Network Documentation' and includes a link 'Add new link'.

The left-hand navigation pane includes sections for 'View All Site Content', 'Discussions', 'Documents', 'Lists' (with sub-items 'Calendar' and 'Sites & Links'), 'People and Groups', 'Projects' (with sub-items 'BDST', 'Projects', and 'TSA Unsolicited Proposal'), 'Surveys', and a 'Recycle Bin' icon.

BDST- Proposals

The screenshot displays a web browser window titled 'Home - BDST - Windows Internet Explorer'. The address bar shows the URL 'http://ses-sps01:6544/bdst/default.aspx'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page content is for the 'SES Team Site' and features a navigation menu with 'BDST', 'NEXGEN', 'Projects', and 'Texas HHSC IV&V Portal'. A search bar is present with the text 'This Site: BDST'. The main content area is titled 'SES Team Site > BDST' and contains a 'Proposal Activity Calendar' for 'January, 2012'. The calendar is a grid with columns for days of the week (Sunday to Saturday) and rows for dates (1 to 31). The date '9' is highlighted in orange. The browser's taskbar at the bottom shows the 'start' button and several open applications: 'Inbox - Microsoft Out...', '3 Windows Explorer', 'Document2 - Microsof...', 'Microsoft PowerPoint ...', and 'Home - BDST - Windo...'. The system clock shows '5:19 PM'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

NEXGEN- Proposal

Home - NEXGEN - Windows Internet Explorer

http://ses-sps01:6544/NEXGEN/default.aspx

File Edit View Favorites Tools Help

Home - NEXGEN

SES Team Site > NEXGEN

Welcome Raj Sharma | My Site | My Links

This Site: NEXGEN

NEXGEN Document Workspaces Team Calendar Contact List Proposal Management Information NEXGEN Task List

View All Site Content

NEXGEN

- Prop Management Info
- Document Workspaces
- Lists
- Discussions
- Sites
- People and Groups
- NEXGEN Task List

Recycle Bin

SOFTWARE AND SYSTEMS ENGINEERING SERVICES - NEXT GENERATION (SSES-NexGen)

Announcements

Industry Day Slides Posted 1/6/2012 11:26 AM
by Nancy Crews
The Industry Day slides have been posted to the Capture Folder under Team Documents. This presentation is very helpful, so please take the time to review.
Thanks!
Nancy

Meeting Slides and Minutes from Dec 29th Posted 1/3/2012 11:38 AM
by Nancy Crews
Hello SSES NexGen Team,
Happy New Year! The slides and minutes from the December 29th meeting have been posted to the Team Calendar/Meeting Minutes folder. Thanks!
Best Regards,
Nancy

Sample Task Teams 12/30/2011 3:35 PM
by Jane Beermann
Hello SES Team Members,
As a reminder, here is the break out for the STO Teams. The Templates for this effort are uploaded in your individual company folder under "Writing Assignments":

STO-1 Implementation of a Cloud Computing Environment...

Amendment I to the RFP - Due Date extended to Feb 6 12/27/2011 4:39 PM
by Nancy Crews
Hello SSES NexGen Team,

Links

- Advanced Facility Management Systems (AFMS)
- Software Engineering Services (SES)
- Blackhawk Management Corporation
- http://www.daston.com
- Add new link

start | Inbox - Microsoft Out... | 3 Windows Explorer | Document2 - Microsof... | Microsoft PowerPoint ... | Home - NEXGEN - Win... | 5:19 PM

Site- Projects

The screenshot shows a Windows Internet Explorer browser window displaying a SharePoint site. The address bar shows the URL <http://ses-sp.sesolutions.com/projects/default.aspx>. The page title is "Home - Projects - Windows Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains AVG, Search, Site Safety, Weather, Facebook, and other utility icons. The page content includes the "SES Team Site > Projects" breadcrumb, a "Welcome rsharma" message, and a "This Site: Projects" dropdown menu. The main content area is titled "Projects" and features a navigation menu with tabs for "Projects", "PAL", "CI", "MO", "ITCE", "Rent Contracts", "Hiring", "Biomed", "External", and "8(a) STARS II". A "Site Actions" button is visible in the top right. The main content area displays a table of documents under the heading "01 Corporate QA". The table has columns for "Type", "Name", and "Modified By". The documents listed are:

Type	Name	Modified By
Folder	QA Best Practices	Raj Sharma
Folder	3.0 QMO Scorecard	Raj Sharma
Folder	2.0 QA Reports	Raj Sharma
Folder	1.0 Templates	Raj Sharma
Document	SESCorporate QA Plan V1.1	Raj Sharma

Below the table is an "Add new document" link. The right side of the page shows an "Untitled" document viewer with the "SES Software Engineering SERVICES" logo. The browser's status bar at the bottom indicates "Done", "Internet | Protected Mode: On", and "100%". The taskbar shows several open applications, including "sespal.ppt - Search ..." and "Microsoft PowerPoi...". The system clock shows "2:05 PM".

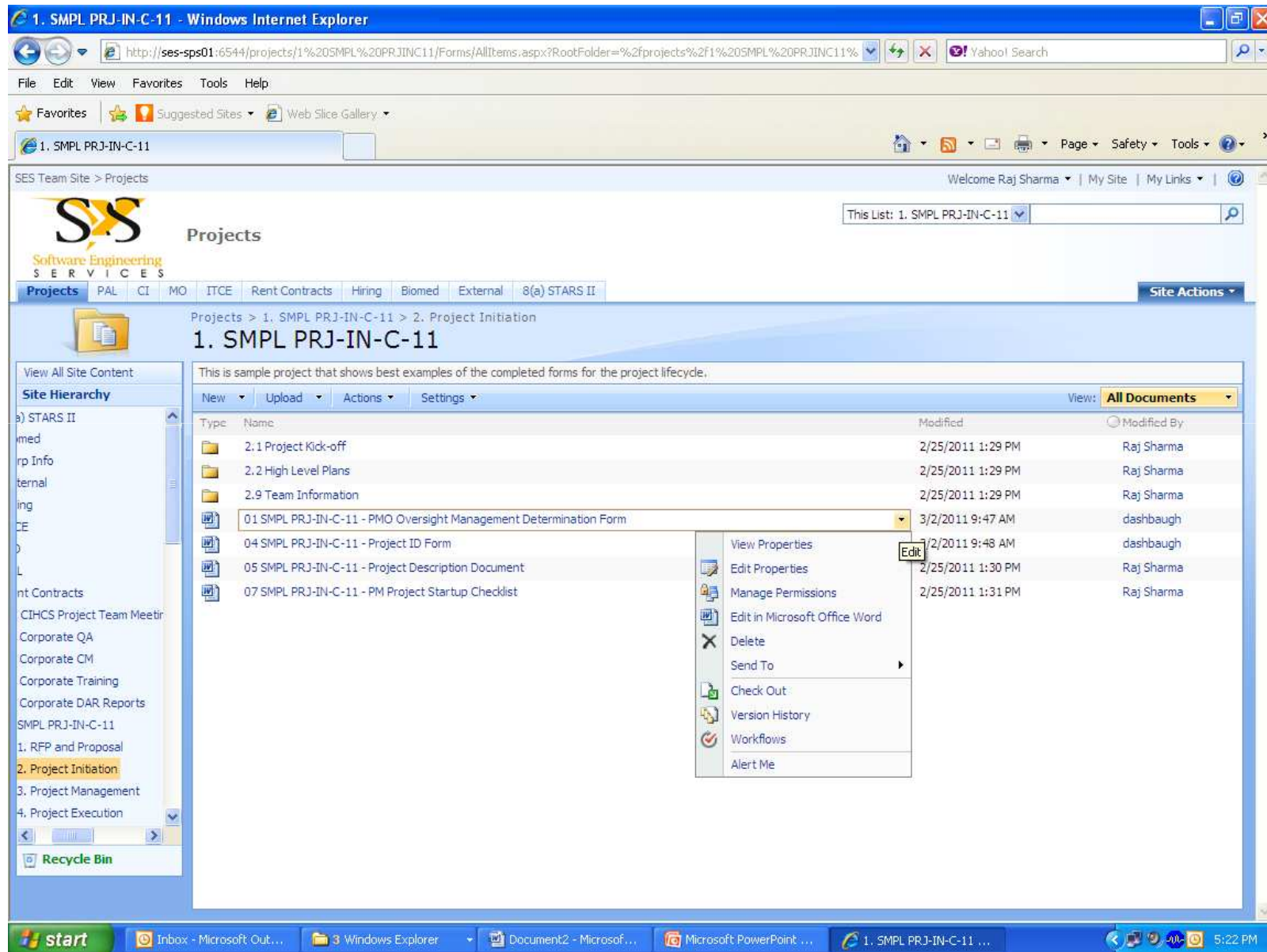
Sample Project

The screenshot shows a Windows Internet Explorer browser window displaying a SharePoint site. The address bar shows the URL: <http://ses-sps01:6544/projects/1%20SMPL%20PRJIN-C-11/Forms/AllItems.aspx>. The browser title is "1. SMPL PRJ-IN-C-11 - Windows Internet Explorer".

The page content includes a navigation menu with items like "Projects", "PAL", "CI", "MO", "ITCE", "Rent Contracts", "Hiring", "Biomed", "External", and "8(a) STARS II". The main heading is "1. SMPL PRJ-IN-C-11". Below the heading, there is a description: "This is sample project that shows best examples of the completed forms for the project lifecycle." and a table of documents.

Type	Name	Modified	Modified By
Folder	1. RFP and Proposal	2/25/2011 1:28 PM	Raj Sharma
Folder	2. Project Initiation	2/25/2011 1:28 PM	Raj Sharma
Folder	3. Project Management	2/25/2011 1:29 PM	Raj Sharma
Folder	4. Project Execution	2/25/2011 1:29 PM	Raj Sharma
Folder	5. Project Deliverables	2/25/2011 1:29 PM	Raj Sharma
Folder	6. Project Closure	4/1/2011 5:00 PM	Raj Sharma
Folder	7. Documents from Customer	2/25/2011 1:29 PM	Raj Sharma
Folder	8. Project Working Documents	2/25/2011 1:28 PM	Raj Sharma
Folder	9. Standards and Templates	2/25/2011 1:28 PM	Raj Sharma

Based on User Access- Available Features



Checkout a File

The screenshot shows a Windows Internet Explorer browser window displaying a project management website. The browser's address bar shows the URL: `http://ses-sps01:6544/projects/1%20SMPL%20PRJINC11/Forms/AllItems.aspx?RootFolder=%2fprojects%2f1%20SMPL%20PRJINC11%`. The website header includes the logo for 'Software Engineering SERVICES' and a navigation menu with items like 'Projects', 'PAL', 'CI', 'MO', 'ITCE', 'Rent Contracts', 'Hiring', 'Biomed', 'External', and '8(a) STARS II'. The main content area is titled '1. SMPL PRJ-IN-C-11' and contains a table of files. A 'Microsoft Internet Explorer' dialog box is overlaid on the table, displaying the following information:

Microsoft Internet Explorer

You are about to check out:
Name: ...termination Form.doc
From: ses-sps01:6544
 Use my local drafts folder

Buttons: OK, Cancel

Warning text: Some files can harm your computer. If this information looks suspicious, or you do not fully trust the source, do not open the file.

The background table lists files with columns for Name, Modified, and Modified By. The file '01 SMPL PRJ-IN-C-11 - PM Oversight' is highlighted.

Name	Modified	Modified By
2.1 Project Kick-off	2/25/2011 1:29 PM	Raj Sharma
2.2 High Level Plans	2/25/2011 1:29 PM	Raj Sharma
2.9 Team Information	2/25/2011 1:29 PM	Raj Sharma
01 SMPL PRJ-IN-C-11 - PM Oversight	3/2/2011 9:47 AM	dashbaugh
04 SMPL PRJ-IN-C-11 - Project ID Form	3/2/2011 9:48 AM	dashbaugh
05 SMPL PRJ-IN-C-11 - Project Description	2/25/2011 1:30 PM	Raj Sharma
07 SMPL PRJ-IN-C-11 - PM Project Startup Checklist	2/25/2011 1:31 PM	Raj Sharma

Indicator- Checked out File

The screenshot shows a Windows Internet Explorer browser window displaying a project management website. The browser's address bar shows the URL: `http://ses-sps01:6544/projects/1%20SMPL%20PRJINC11/Forms/AllItems.aspx?RootFolder=%2fprojects%2f1%20SMPL%20PRJINC11%`. The website header includes the logo for 'Software Engineering SERVICES' and a navigation menu with items like 'Projects', 'PAL', 'CI', 'MO', 'ITCE', 'Rent Contracts', 'Hiring', 'Biomed', 'External', and '(8(a) STARS II)'. The current page is titled '1. SMPL PRJ-IN-C-11' and contains a table of documents.

Projects > 1. SMPL PRJ-IN-C-11 > 2. Project Initiation
1. SMPL PRJ-IN-C-11

This is sample project that shows best examples of the completed forms for the project lifecycle.

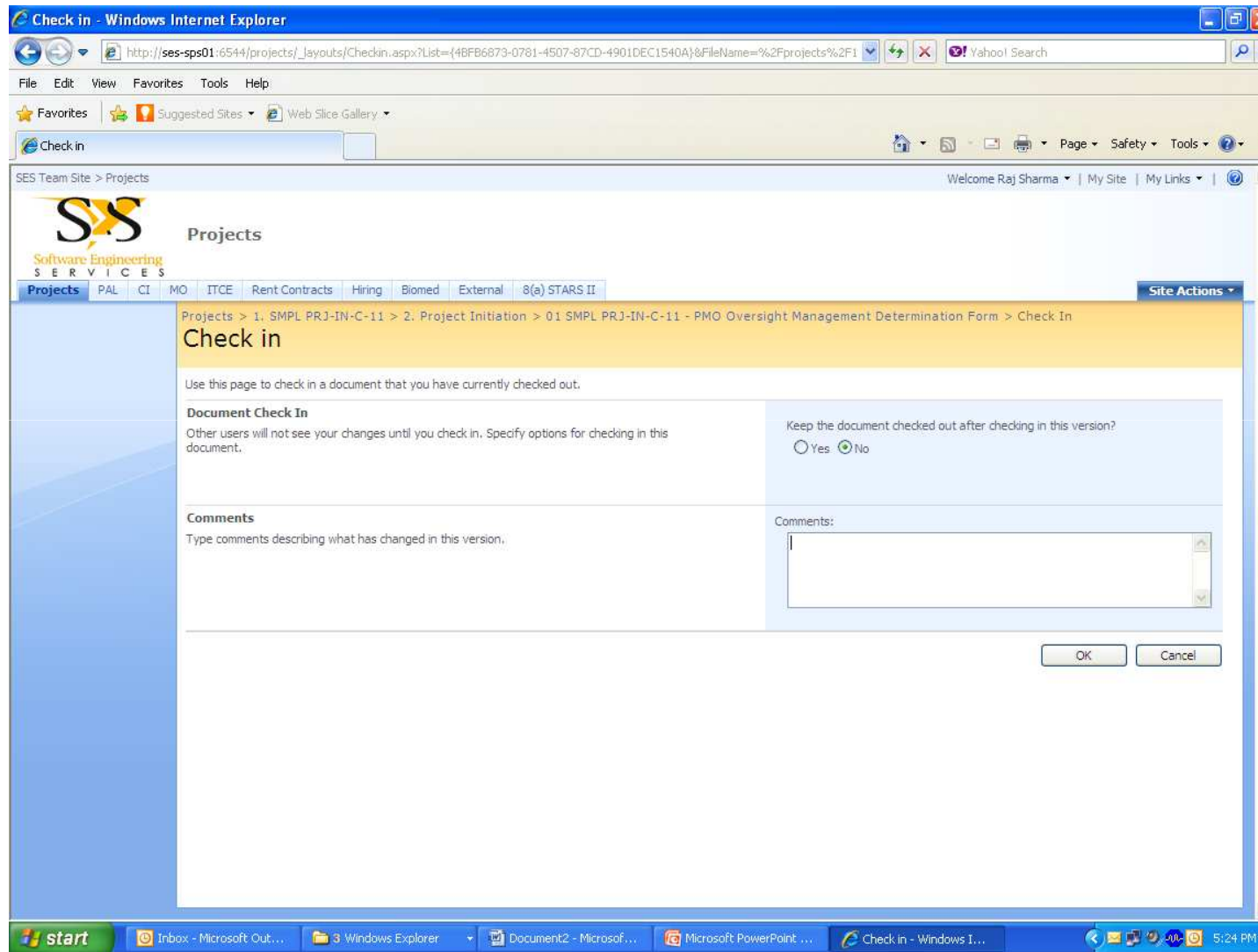
Type	Name	Modified	Modified By
Folder	2.1 Project Kick-off	2/25/2011 1:29 PM	Raj Sharma
Folder	2.2 High Level Plans	2/25/2011 1:29 PM	Raj Sharma
Folder	2.9 Team Information	2/25/2011 1:29 PM	Raj Sharma
Document	01 SMPL PRJ-IN-C-11 - PMO Oversight Management Determination Form	1/9/2012 5:23 PM	dashbaugh
Document	04 SMPL PRJ-IN-C-11 - Project ID Form	3/2/2011 9:48 AM	dashbaugh
Document	05 SMPL PRJ-IN-C-11 - Project Description Document	2/25/2011 1:30 PM	Raj Sharma
Document	07 SMPL PRJ-IN-C-11 - PM Project Startup Checklist	2/25/2011 1:31 PM	Raj Sharma

File- Checkin

The screenshot shows a SharePoint web page in Internet Explorer. The browser title is "1. SMPL PRJ-IN-C-11 - Windows Internet Explorer". The address bar shows the URL: <http://ses-sps01:6544/projects/1%20SMPL%20PRJ-IN-C-11/Forms/AllItems.aspx?RootFolder=%2Fprojects%2F1%20SMPL%20PRJ-IN-C-11%2F>. The page content includes a navigation menu with "Projects" selected, a breadcrumb trail "Projects > 1. SMPL PRJ-IN-C-11 > 2. Project Initiation", and a document list table. The table has columns for "Type", "Name", "Modified", and "Modified By". A context menu is open over the document "01 SMPL PRJ-IN-C-11 - PMO Oversight Management Determination Form", with the "Check In" option highlighted.

Type	Name	Modified	Modified By
Folder	2.1 Project Kick-off	2/25/2011 1:29 PM	Raj Sharma
Folder	2.2 High Level Plans	2/25/2011 1:29 PM	Raj Sharma
Folder	2.9 Team Information	2/25/2011 1:29 PM	Raj Sharma
Document	01 SMPL PRJ-IN-C-11 - PMO Oversight Management Determination Form	1/9/2012 5:23 PM	dashbaugh
Document	04 SMPL PRJ-IN-C-11 - Project ID Form	1/2/2011 9:48 AM	dashbaugh
Document	05 SMPL PRJ-IN-C-11 - Project Description Document	2/25/2011 1:30 PM	Raj Sharma
Document	07 SMPL PRJ-IN-C-11 - PM Project Startup Checklist	2/25/2011 1:31 PM	Raj Sharma

Versioning- File Checkin



Version History

Version History - Windows Internet Explorer

http://ses-sps01:6544/projects/_layouts/Versions.aspx?list={48FB6873-0781-4507-87CD-4901DEC1540A}&ID=298&FileName=%2Fprojec

SES Team Site > Projects

Welcome Raj Sharma | My Site | My Links

SSES Projects
Software Engineering SERVICES

Projects PAL CI MO ITCE Rent Contracts Hiring Biomed External 8(a) STARS II Site Actions

Projects > 1. SMPL PRJ-IN-C-11 > 2. Project Initiation > 01 SMPL PRJ-IN-C-11 - PMO Oversight Management Determination Form > Version History

Versions saved for 01 SMPL PRJ-IN-C-11 - PMO Oversight Management Determination Form.doc

All versions of this document are listed below with the new value of any changed properties.

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
2.0	3/2/2011 9:47 AM	dashbaugh	91 KB	
1.0	2/25/2011 1:30 PM	Raj Sharma	91 KB	

Title 1

start | Inboxes - Microsoft Out... | Windows Explorer | Document2 - Microsof... | Microsoft PowerPoint... | Version History - Win... | 5:25 PM

Site- PAL

Home - PAL - Windows Internet Explorer

http://ses-sps01:6544/projects/pal/default.aspx

File Edit View Favorites Tools Help

Home - PAL

SES Team Site > Projects

Welcome Raj Sharma | My Site | My Links

Software Engineering SERVICES

Projects PAL CI MO ITCE Rent Contracts Hiring Biomed External 8(a) STARS II

Site Actions

View All Site Content

Documents

- PMG
- PAL

Lists

- Calendar

Discussions

- Team Discussion

Sites

People and Groups

Recycle Bin

Projects > PAL

Process Asset Library

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

[Add new announcement](#)

Shared Documents

Type	Name	Modified By
------	------	-------------

There are no items to show in this view of the "Shared Documents" document library. To create a new item, click "Add new document" below.

[Add new document](#)

Tasks

Title	Assigned To	Status
-------	-------------	--------

There are no items to show in this view of the "Tasks" list. To create a new item, click "Add new task" below.

[Add new task](#)

Links

There are currently no favorite links to display.

[Add new link](#)

start

Inbox - Microsoft Out... 3 Windows Explorer Document2 - Microsof... Microsoft PowerPoint ... Home - PAL - Window... 5:26 PM

PMG- Library

SES Team Site > Projects

Welcome Raj Sharma | My Site | My Links

This List: PMG

Projects > PAL > PMG

Process Management Group (PMG)

Type	Name	Modified	Modified By
Folder	1. Meetings	1/18/2011 4:31 PM	Raj Sharma
Folder	-10. Process Action Plans	12/9/2011 8:37 AM	nmandy
Folder	2. SPC Tools and Information	1/18/2011 4:30 PM	Raj Sharma
Folder	3. Action Items	8/23/2011 9:15 AM	nmandy
Folder	4. Charter	8/23/2011 9:15 AM	nmandy
Folder	5. PIID - Process Implementation Indicator Document	8/23/2011 9:20 AM	nmandy
Folder	6. PACRs - Process Asset Change Requests	8/23/2011 9:17 AM	nmandy
Folder	7. PIRF - Process Improvement Recommendation Form	8/23/2011 9:21 AM	nmandy
Folder	8. PMG Status Reports	8/23/2011 9:23 AM	nmandy
Folder	9. PMG-QMO Scorecards	8/23/2011 9:24 AM	nmandy
Folder	Old Training Material	11/10/2011 2:54 PM	Raj Sharma
Folder	SCAMPI 2011 Findings	10/1/2011 7:40 PM	rsharma

PAL- Library

SES Team Site > Projects

Welcome Raj Sharma | My Site | My Links

This List: PAL

Software Engineering SERVICES

Projects PAL CI MO ITCE Rent Contracts Hiring Biomed External 8(a) STARS II Site Actions

Projects > PAL > PAL

Process Asset Library

New Upload Actions Settings View: All Documents

Type	Name	Modified	Modified By
Folder	01 Process Management Group	8/26/2011 4:25 PM	Raj Sharma
Folder	02 Project Initiation	8/26/2011 4:25 PM	Raj Sharma
Folder	03 Project Management Group	8/26/2011 4:25 PM	Raj Sharma
Folder	04 Engineering Group	8/26/2011 4:31 PM	Raj Sharma
Folder	05 Support Group	8/26/2011 4:31 PM	Raj Sharma

start | Inboxes - Microsoft Out... | 3 Windows Explorer | Document2 - Microsof... | Microsoft PowerPoint... | PAL - Windows Intern... | 5:27 PM

Site- Corporate Initiative

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `http://ses-sps01:6544/projects/corpinfo/default.aspx`. The browser title is "Home - Corp Info - Windows Internet Explorer". The website content includes a navigation bar with tabs for "Projects", "PAL", "CI", "MO", "ITCE", "Rent Contracts", "Hiring", "Biomed", "External", and "(a) STARS II". A sidebar on the left contains sections for "Documents", "Lists", "Discussions", "Sites", and "People and Groups". The main content area is titled "Projects > Corp Info" and contains three sections: "Announcements", "Shared Documents", and "Tasks". Each section includes a "Add new" button and a brief description of the current state of that section.

Home - Corp Info - Windows Internet Explorer
http://ses-sps01:6544/projects/corpinfo/default.aspx
File Edit View Favorites Tools Help
SES Team Site > Projects
Welcome Raj Sharma | My Site | My Links |
This Site: Corp Info
Software Engineering SERVICES
Projects PAL CI MO ITCE Rent Contracts Hiring Biomed External (a) STARS II Site Actions
View All Site Content
Documents
Annual Kick-Off
Charities
5 Year Anniversary
Corporate Assets
Lists
Calendar
http://www.hopecenterforkids.com/
Discussions
Team Discussion
Sites
People and Groups
Recycle Bin
Projects > Corp Info
Corporate Information
Announcements
There are currently no active announcements. To add a new announcement, click "Add new announcement" below.
Add new announcement
Shared Documents
There are no items to show in this view of the "Shared Documents" document library. To create a new item, click "Add new document" below.
Add new document
Tasks
There are no items to show in this view of the "Tasks" list. To create a new item, click "Add new task" below.
Add new task
start | Inboxes - Microsoft Out... | 3 Windows Explorer | Document2 - Microsof... | Microsoft PowerPoint... | Home - Corp Info - W... | 5:27 PM

Site- Management Office

Home - MO - Windows Internet Explorer

http://ses-sps01:6544/projects/mo/default.aspx

File Edit View Favorites Tools Help

SES Team Site > Projects

Welcome Raj Sharma | My Site | My Links

Software Engineering SERVICES MO

Projects PAL CI MO ITCE Rent Contracts Hiring Biomed External 8(a) STARS II

View All Site Content

Documents

- 1. EMO
- 2. PMO
- 3. TMO
- 4. CMO
- 4. SMO
- 9. AMO
- 8. EMT
- 6. QMO

Lists

- Calendar

Discussions

- Team Discussion

Sites

People and Groups

Site Hierarchy

- 1. EMO
- 2. PMO
- 3. TMO
- 4. CMO
- 4. SMO
- 6. QMO
- 8. EMT
- 9. AMO
- Shared Documents

Projects > MO

Management Office

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

Add new announcement

Shared Documents

Type	Name	Modified By
There are no items to show in this view of the "Shared Documents" document library. To create a new item, click "Add new document" below.		

Add new document

Tasks

Title	Assigned To	Status
There are no items to show in this view of the "Tasks" list. To create a new item, click "Add new task" below.		

Add new task

Members

- Angela Snodgrass
- bbridges
- Brittany Bridges
- Carolyn Elledge
- dashbaugh
- Dean Middleton
- Doug Ashbaugh
- Douglas VanDunk
- dvandunk
- jalspaugh
- Jessye Chancey-Higginbotham
- jhigginbotham
- Jim Moudry
- jmodry

Add new user

Links

There are currently no favorite links to display.

Add new link

start | Inbox - Microsoft Out... | 3 Windows Explorer | Document2 - Microsof... | Microsoft PowerPoint ... | Home - MO - Window... | 5:27 PM

Summary

- The SES SP contains current Products, Artifacts, Processes, etc.
- The SES SP can be accessed remotely from any location via the Web
- The SES SP will continue to evolve and will serve as one of our key corporate assets