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# SharePoint Project Delivery Training Course for Sponsors: Design, Testing and Benefits

7 – 11 December 2026  
Milan





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### Programme Summary

SharePoint project delivery is the subject of this one-week training course for programme sponsors, IT project managers and business owners at managerial level, ending in a delivery plan and benefits tracker for one rollout. Rollouts often stall because scope, content migration and ownership are settled late, so launch dates slip and benefits go unmeasured. The programme moves from the business case and requirements to design choices, migration, integration, testing and handover, with examples from insurance, energy and public services. Mars Training Centre UK delivers this programme on SharePoint project delivery to mixed-organisation cohorts.

### The Business Case

A platform rollout commits budget, staff time and the working habits of every department that stores or shares files. When the sponsor and the delivery team agree scope, dependencies and acceptance rules early, decisions are made while they are still cheap to change. Late discoveries about content volume, connected systems or user groups cost far more to correct after launch than before it.

- Schedule Reliability: Improves as dependencies and cutover steps are sequenced before build starts.
- Migration Risk: Falls as content is classified, cleaned and rehearsed before it moves.
- Benefit Realisation: Becomes visible as agreed measures are tracked from launch onward.

### Principles and Evidence Base

- ISO 21502 Guidance on Project Management: Frames planning, risk, change control and closure, applied in Sessions 1, 3 and 5.
- Requirements Traceability Logic: Links each business need to a design choice and a test, applied in Sessions 2 and 4.
- Staged Migration Logic: Moves content in rehearsed waves with a rollback route, applied in Session 3.
- Benefits Tracking Logic: Ties each expected gain to a named owner and measure, applied in Sessions 1 and 5.

### Intended Participants

- Sponsors who approve the budget and accept the outcome of a collaboration platform rollout.
- IT project managers who plan, resource and report on the delivery.
- Business owners who define how departments will use the new sites.
- Information and records leads who advise on content to keep, move or retire.
- Service managers who inherit the platform at handover.



Typical settings include insurers, energy companies, universities and government agencies.

## Learning Outcomes

1. Participants will be able to construct a scoped business case with measurable benefits for a rollout.
2. Participants will be able to evaluate architecture options against requirements, cost and support effort.
3. Participants will be able to design a migration plan with waves, checks and a rollback route.
4. Participants will be able to diagnose integration and dependency risks with connected systems.
5. Participants will be able to prioritise test cases and defects by business impact.
6. Participants will be able to justify a go-live decision and a handover plan to senior leaders.

## Programme Structure

### Day 1: SharePoint Project Delivery: Scope and Business Case

What must the rollout achieve, and what is outside its scope?

- Benefits Register Template
- ISO 21502 Planning Checklist
- Scope Boundary Statement
- Stakeholder Influence Grid
- Delivery Risk Log

### Day 2: Requirements and Architecture Choices

Which design choices satisfy the requirements at an acceptable cost?

- Requirements Traceability Matrix
- User Group and Site Inventory
- Architecture Option Scorecard
- Teams Integration Pattern Sheet
- Support Effort Estimate

### Day 3: Content Migration Planning

How is content classified, cleaned and moved with control?

- Content Audit and Disposal Sheet
- Migration Wave Plan
- Source Mapping Table
- Rehearsal and Rollback Protocol
- Cutover Timeline



## Day 4: Integration, Testing and Readiness

Is the solution tested well enough to be released?

- Connected System Dependency Map
- Test Case Library
- Defect Triage Rules
- User Acceptance Sign-Off Form
- Training and Readiness Checklist

## Day 5: Delivery Plan and Benefits Tracker for One Rollout

Do the earlier tools form one plan that a sponsor can approve?

- Applying the Session 1 Delivery Risk Log
- Testing the Session 2 Architecture Option Scorecard
- Reviewing the Session 3 Migration Wave Plan
- Checking the Session 4 Defect Triage Rules
- Completing the Delivery Plan and Benefits Tracker

## Methodology

The programme uses a case analysis of one prepared rollout with a business case extract, a content inventory, a list of connected systems and a draft schedule. Participants take each delivery decision, record the reason in a common format and compare results in small groups before applying the same tools to a rollout from their own organisation.

- Suggested activity: Cutting a rollout scope to fit a fixed budget and recording the trade-offs.
- Suggested activity: Sequencing migration waves from a content inventory.
- Suggested activity: Ranking defects found in acceptance testing for a release decision.

## Capstone Output

Each participant completes a delivery plan and benefits tracker for one rollout. It holds a scope statement, a requirements matrix, an architecture choice record, a migration wave plan, a test and readiness checklist, a handover note and a benefits register with owners. The plan is used at work to brief the steering group and to run the first delivery review.

## Frequently Asked Questions

### Is SharePoint project delivery suitable for sponsors without a technical background?

Yes. SharePoint project delivery is taught through a worked rollout case at managerial level. It assumes you commission or oversee projects at work, but no administrator skills or coding.



## **Which references does SharePoint project delivery rest on?**

SharePoint project delivery rests on ISO 21502 for project management guidance, together with requirements traceability logic, staged migration logic and benefits tracking logic.

## **How is the plan from SharePoint project delivery used at work?**

You use the delivery plan and benefits tracker to brief your steering group, sequence migration waves, agree acceptance rules and review whether expected gains are being reached.

## **How does SharePoint project delivery differ from SharePoint intranet governance?**

SharePoint project delivery centres on scoping, migrating, testing and launching the platform, while intranet governance centres on how it is owned, structured and used once it is running.