

Position: **Business Consultant / Developer**
Name: Michael Lund Mikkelsen
Available from: Now
Year of birth: 1981
Mngmt. experience: Since 2011
Education: 2006 - 2011 HD(O) – Organisation & Ledelse, Aarhus University's School of Business



Profile summary: Business Consultant and developer with more than 17 years of experience, who has specialized in the SharePoint platform, with strong focus on optimizing processes based on standard SharePoint functionality, implementation of document management and collaboration features.

Experienced in implementation of Office 365 (SharePoint Online) regarding configuration and development of SharePoint hosted apps, PowerApps, Logic Apps and Microsoft Flow.

Responsible for many customer solutions to a SharePoint integration product between ERP systems (AX, SAP, NAV etc.) Migration of data has been a recurring task when implementing projects and upgrading platforms. The data migration has been between SharePoint versions and from the ERP systems.

MLM is very experienced in communicating with all levels in the organization from C-level to end users and is very skilled in translating their needs and specify the requirement - both functional and technical - aimed towards development, status meetings regarding progress and collaboration with business stakeholders.

The consultant has been working with all versions of SharePoint on-premise from 2003-2019 and SharePoint Online in many organizations with different complexity and sizes.

Focus areas:**- Business Consultant / Microsoft SharePoint**

Strong experience as SharePoint Business Consultant who has specialized in implementing the right SharePoint solution for the organization. Strong experience in relating to all kinds of users and identify their needs, often in the role between the business and the developers.

- Business Analysis / Workflow and Document Management

Strong focus on business analysis, to understand the organizational needs for collaboration and governance, to implement document management features. Is capable of supporting the changes in business and make new processes possible.

- Training/tutoring / Microsoft SharePoint

Training of end-users has been a key part of implementing new SharePoint portals. Skilled in making technical topics easy to understand. Has been teaching in many different levels from private industries to public sector.

- Technical Project Management / Implementation

Has been in the role as Technical Project Manager as well as Team Lead for several SharePoint implementation projects. Very experienced in project planning, resources, estimation and reporting to management.

Working areas:

Working area	Level	Last used	Years
Advisory	Very experienced	2019	14
Agile Methods	Very experienced	2019	10
Business Analysis	Expert	2019	10
Business Change Management	Very experienced	2019	7
Business Workflow Automation	Expert	2019	8
Cloud	Very experienced	2019	5
Coordination	Expert	2019	10
Documentation	Expert	2019	14
Extranet	Very experienced	2018	7
Governance	Very experienced	2019	7
Identification Of Needs	Very experienced	2019	14
Implementation	Expert	2019	10
Information architecture	Expert	2019	15
Infrastructure Architecture	Experienced	2019	10
Installation & Configuration	Very experienced	2019	10
Intranet	Very experienced	2019	7
Migration	Very experienced	2019	7
Mobile app	Experienced	2019	5
Process analysis	Expert	2019	7
Product Development	Very experienced	2019	5
Project planning	Very experienced	2019	9
Reporting to Stakeholders	Very experienced	2019	10
Requirement Specification	Expert	2019	14
Scrum	Very experienced	2018	7
System Integration	Very experienced	2019	10
Team Lead	Very experienced	2017	5
Technical Project Management	Very experienced	2019	8
Training/tutoring	Expert	2019	12
Web Development	Very experienced	2019	10
Workflow and Document Management	Expert	2019	14
Workshop	Expert	2019	12

Additional competences:

Category	Competence	Level	Last used	Years
Business Management / Project Management	Organizational Implementation	Expert	2019	10
	Stakeholder Management	Very experienced	2019	10
Business and office support applications	Microsoft Excel	Expert	2019	14
	Microsoft Office 365	Expert	2019	5
	Microsoft Power Query (Excel)	Experienced	2018	3
Technologies	.NET	Experienced	2019	5
	CSS (Cascading Style Sheets)	Experienced	2019	10
	JSON (JavaScript Object Notation)	Experienced	2019	3
Middleware OS system software	Microsoft Office Sharepoint Server 2003	Very experienced	2013	10
	Microsoft Office Sharepoint Server 2007	Very experienced	2015	8
	Microsoft SharePoint	Expert	2019	15
	Microsoft SharePoint Online (Office 365)	Expert	2019	5
	Microsoft Sharepoint Server 2010	Expert	2018	8
	Microsoft Sharepoint Server 2013	Expert	2018	5
	Microsoft Sharepoint Server 2016	Expert	2018	2
Languages	Yammer	Very experienced	2019	5
	C# (C-Sharp)	Experienced	2019	5
	HTML5 / CSS	Experienced	2019	10
Development tools	JavaScript	Experienced	2019	5
	jQuery	Experienced	2019	5
	Lotus Notes	Some knowledge	2003	2
	Microsoft Office Infopath 2003	Very experienced	2012	9
	Microsoft Office Infopath 2007	Very experienced	2016	7
	Microsoft Sharepoint Designer 2013	Very experienced	2016	3
	Microsoft Visual Studio	Experienced	2019	5

Languages:

Language	Spoken level	Written level
Danish	Native language	Academic
English	Fluent	Presentation proficient
Norwegian	Conversation level	Some writing skills

Project experience:

Period:	2019/10
Client:	Orpigaq (Kangerlussuaq, Greenland)
Task / project description:	IT infrastructure upgrade, wireless network and SharePoint solution.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Communication regarding analysis of needs and meetings with the organization including physical network setup • Project management: planning, resources and estimation etc. • Purchasing all IT equipment and shipping to Greenland by airplane • Physical installation of equipment at their location in Greenland (On-site) • Training of employees in the SharePoint Online • Online support subsequently from Denmark <p>Technologies used: Network, WLAN, SharePoint Online, MS Office 365 etc.</p>
Result:	Consulting, planning, purchasing and practical execution of IT infrastructure upgrade, wireless network, new computers, projectors, printers and SharePoint collaboration opportunities for a customer in Greenland

Period:	2019/05 – on going
Client:	Molslinjen A/S
Task / project description:	Using SharePoint Online to keep track of ships maintenance, operation, history, etc.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Communication regarding analysis of needs and meetings with the organization including IT architects and solution owner • Setting requirements both technical- and functional specifications • Architecture for the new solution in collaboration with the solution owner • Development (coding) and implementation in SharePoint Online • Recommendation regarding use of technologies • Training of employees in the SharePoint Online • Status meetings and reporting regarding progress <p>Technologies used: MS Office 365, SharePoint Online, SPFx, Java Script, Typescript, HTML, CSS</p>
Result:	A solution in SharePoint Online for maintenance and operation of ships via webpart and lists

Period:	2019/05 - 2019/06
Client:	XL-BYG a.m.b.a.
Task / project description:	Business Consultant and developer regarding import solution for retrieving data from Excel to SharePoint Online lists
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Communication regarding analysis of needs and meetings with the organization including IT architects and solution owner • Setting requirements both technical- and functional specifications • Architecture for the new solution in collaboration with the solution owner • Development (coding) and implementation in SharePoint Online • Recommendation regarding use of technologies • Training of employees in the SharePoint Online • Status meetings and reporting regarding progress <p>Technologies used: MS Office 365, SharePoint Online, SPFx, Java Script, Typescript, HTML, CSS</p>
Result:	SPFx webpart that can retrieve data in an Excel sheet and run an import to SharePoint Online lists

Period:	2018/10 - 2019/05
Client:	Spar Nord Bank
Task / project description:	Managing review and approval process of documents via Microsoft Flow and SharePoint Online with AD integration.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Communication regarding analysis of needs and meetings with the organization including IT architects and solution owner • Setting requirements both technical- and functional specifications • Architecture for the new solution in collaboration with the IT architects • Development of plan for implementation • Development and implementation in SharePoint Online and MS Flow • SharePoint data to Web Services • Recommendation regarding use of technologies • Responsible for migration from SharePoint and other systems to to SharePoint Online • Business Change Management with focus on new processes and applications • Reporting to management regarding estimated margin profit • Documentation of the solution • Training of employees in the SharePoint Online • Status meetings and reporting regarding progress <p>Technologies used: MS Office 365, SharePoint Online, JSON, Web Services, AD, MS Flow, PowerApps, Logic Apps</p>
Result:	Upgrade process from SharePoint 2013 to SharePoint Online with MS Flow as engine

Period:	2017/11 - 2019/02
Client:	DLA Piper
Task / project description:	Architect on development of intranet and document management based on SharePoint Online with custom design from graphic agency
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Analysis of needs and meetings with the organization • Architecture for the new solution in collaboration with the business • Requirement specification both functional and technical • Establishing sales process and project approval • Project planning, resources and estimation • Collaboration and delivery with graphic agency • Design implementation and responsive design • Development of plan for implementation • Configuration and implementation in SharePoint Online • Change request management • Recommendation regarding use of technologies and migration • Documentation of the solution • Training of employees in the SharePoint Online • Several workshops with end-users in Copenhagen and Aarhus • Reporting on progress to project board <p>Technologies used: MS Office 365, SharePoint Online, HTML, CSS, React, TypeScript.</p>
Result:	New Intranet based on SharePoint Online with custom design

Period:	2018/07 - 2018/11
Client:	Education industry - client N/A
Task / project description:	Architect on development of intranet and document management based on SharePoint Online
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Analysis of needs and meetings with the organization • Architecture for the new solution in collaboration with the business • Requirement specification both functional and technical • Establishing sales process and project approval • Project planning, resources and estimation • Development of PowerApp paired with SharePoint Online for end user input • Development of plan for implementation • Configuration and implementation in SharePoint Online • Change request management • Recommendation regarding use of technologies and migration • Documentation of the solution • Training of employees in the SharePoint Online • Several workshops with end-users in Copenhagen and Aarhus • Reporting on progress to project board <p>Technologies used: MS Office 365, SharePoint Online, HTML, CSS, PowerApps.</p>
Result:	Collaboration Solution to an organization with multiple locations and use of PowerApps

Period:	2016/02 - 2018/06
Client:	XL-BYG a.m.b.a.
Task / project description:	Business Consultant and developer on development of administration system for vendor management in SharePoint Online.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Communication regarding analysis of needs and meetings with the organization including customer and solution owner • Setting requirements both technical- and functional specifications • Architecture for the new solution in collaboration with the business • Development of plan for implementation • Development and implementation in SharePoint Online • Migration of data from AX to SharePoint Online including cleansing and preparation of data • Recommendation regarding use of technologies • Business Change Management with focus on new processes and applications • Reporting to management regarding estimated margin profit • Documentation of the solution • Training of employees in the SharePoint Online • Status meetings and reporting regarding progress <p>Technologies used: MS Office 365, SharePoint Online, Excel, JavaScript, HTML5, CSS, JQuery, JSON, PowerQuery, Visual Basic, SharePoint hosted Apps,</p>
Result:	Transition from old Excel solution to cloud based SharePoint web app.

Period:	2018/01 - 2018/01
Client:	Jorton A/S
Task / project description:	Business Consultant and developer on upgrading webparts from SharePoint 2010 to SharePoint 2016 showing business data from SQL / NAV.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Identification of customer needs • Requirement specification review • Recommendation regarding use of technologies • Task planning and estimation • Status meetings and reporting regarding progress
Result:	Upgraded webparts running in SharePoint 2016 with new design and functionality.

Period:	2017/11 - 2017/12
Client:	ProInfo A/S
Task / project description:	Business Consultant on analysis and implementation of SharePoint Online (Office 365) regarding document management.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Analysis of needs and interviews with the organization • Requirement specification in collaboration with the business • Development of plan for implementation with strong focus on collaboration • Recommendation regarding use of technologies and governance • Status meetings and reporting regarding progress
Result:	Implementation plan and technology recommendation.

Period:	2016/10 - 2017/10
Client:	Vestas
Task / project description:	Business Consultant on reimplementation of SharePoint 2013 on-premise of collaboration solution regarding document management.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Analysis of needs and meetings with the organization • Architecture for the new solution in collaboration with the business • Development of plan for implementation • Configuration and implementation in SharePoint 2013 • Recommendation regarding use of technologies and migration • Documentation of the solution • Training of employees in the SharePoint 2013 • Status meetings and reporting regarding progress and recommendation of technical plan <p>Technologies used: SharePoint 2013, PowerShell</p>
Result:	Recommendation and plan to use with IT vendor

Period:	2012/08 - 2017/10
Client:	EG A/S
Task / project description:	Team Lead and Technical Project Manager on Product Development in SharePoint on-premise and Sharepoint Online.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Market analysis including competitor analysis • Identification of customer needs • Requirement specification in collaboration with customer • Project planning, resources and estimation • Team Lead of 5 external developers and 6 in-house developers • Bridge builder between business and developers • Product development in collaboration with Product Owner • Establishing sales package and marketing material in collaboration with project board • Status meetings and reporting on progress to management • Documentation of solutions • Agile/Scrum was used as development method
Result:	Established SharePoint Online product for collaboration and integration with ERP systems and Outlook.

Period:	2016/06 - 2017/06
Client:	EG A/S
Task / project description:	Business Consultant on upgrade of EG's integration platform between ERP and SharePoint. Upgrade was from SharePoint 2013 to SharePoint 2016 and SharePoint Online.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Manager for a team consisting of 6 developers and 3 external developers • Clarify customer needs and requirement specification • Planning, resource management and estimation of development • Analysis of technical architecture for SharePoint Online/Office365 • Re-design of frontend and Outlook plug-in • Planning migrations for customer upgrades from ERP systems (SAP, AX, Navision) to SharePoint • Status meetings regarding progress with Capex board • Collaboration with SAP, AX and Navision department regarding integrations
Result:	Product was upgraded to SP 2016 and SP Online.

Period:	2014/09 - 2015/05
Client:	SKOV A/S
Task / project description:	Technical Project Manager on implementation of corporate website based on SharePoint 2013.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Analysis of needs and meetings with the organization • Architecture for the new solution in collaboration with the business • Requirement specification • Establishing sales process and project approval • Project planning, resources and estimation • Development of plan for implementation • Migration from SAP to SharePoint • Configuration and implementation in SharePoint 2013 • Change request management • Recommendation regarding use of technologies and migration • Documentation of the solution • Training of employees in the SharePoint 2013 • Bridge builder between customer and design bureau • Reporting on progress to project board • Agile/Scrum was used as development method
Result:	Corporate website developed including custom branding and vendor login for extranet

Period:	2013/10 - 2014/08
Client:	ISOLA - Norway
Task / project description:	Architect on development of intranet and document management based on SharePoint 2013.
Operation:	<p>The consultant's responsibilities/actions were:</p> <ul style="list-style-type: none"> • Analysis of needs and meetings with the organization • Architecture for the new solution in collaboration with the business • Requirement specification • Establishing sales process and project approval • Project planning, resources and estimation • Development of plan for implementation • Configuration and implementation in SharePoint 2013 • Change request management • Recommendation regarding use of technologies and migration • Documentation of the solution • Training of employees in the SharePoint 2013 • Several workshops with end-users in Norway • Reporting on progress to project board • Agile/Scrum was used as development method
Result:	Custom build intranet and document management with integration to ERP and Outlook.

Period:	2012/08 - 2014/06
Client:	Mejeriforeningen
Task / project description:	Business Consultant on development of e-Commerce solution.
Operation:	The consultant's responsibilities/actions were: <ul style="list-style-type: none"> • Planning of resources and scope • Issue handling in collaboration with the client • Estimation, hours and economy • Reporting on progress to management • Team Lead of developers • Internal communication with Navision team regarding integration
Result:	Webshop was developed in Umbraco with integration to Navision.

Period:	2010/02 - 2012/07
Client:	Copenhagen University
Task / project description:	Developer on implementation of intranet for students and teachers approximates 60.000 users.
Operation:	The consultant's responsibilities/actions were: <ul style="list-style-type: none"> • Analysis of needs and meetings with the organization • Configuration and implementation in SharePoint 2010 • Collaboration with development team and consultants • Design of branding in SharePoint 2010 • Documentation of the solution • Training of employees in the SharePoint 2010 • Agile/Scrum was used as development method
Result:	Intranet fully developed to Copenhagen University.

Courses and certifications:

Year	Duration	Name
2017	/	Microsoft Certified Solutions Associate (MCSA): Office 365
2008	/	MCTS, Microsoft Certified Technology Specialist (MCTS)

Please note: This material has been forwarded for a specific purpose and may not be stored longer than 3 months.