What is SharePoint?

Dux Raymond Sy, PMP
The Reality of Information Management

- On a piece of paper, identify three challenges you’ve faced in managing information
  For example:
  - Multiple tools
  - Difficult to keep track of versions
  - Reporting

- Once completed, submit to Dux
Presentation Objectives

- After completing this presentation, you will be able to describe the benefits of leveraging SharePoint for your organization.

- In addition, you will be able to comprehend SharePoint's capabilities to
  - Enhance Document Management
  - Promote better collaboration
  - Improve reporting
  - Automate business processes
  - Integrate with existing tools
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Agenda

- Why SharePoint?
- 7 Ways SharePoint Can Empower Your Organization
- How to Successfully Leverage SharePoint
- Questions and Answers
Share
+

Point
What’s SharePoint?

- The business collaboration platform for the enterprise and the web
- Allows individuals in an organization to easily create and manage their own collaborative Web sites
  - Simplifies how people find and share information across boundaries, and enabling better informed decisions
  - Seamlessly integrates with Windows and MS Office
- Does not refer to a specific product or technology
  - Using the word “Microsoft SharePoint” is like using the word “Microsoft Office”
  - Refers to several aspects of Web-based collaborative solutions
What if SharePoint is a Car?

<table>
<thead>
<tr>
<th>Car</th>
<th>SharePoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>Purpose:</td>
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<tr>
<td>What’s required?</td>
<td>What’s required?</td>
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</table>
SharePoint Geek Vagen
WSS vs MOSS

- WSS is the core technology of Microsoft SharePoint
  - Considered as the “engine” of SharePoint
  - Provides document management and team collaboration tools
  - WSS is available for free as long as your organization is utilizing Windows Server 2003 or above

- MOSS extends the capabilities of WSS
  - Going back to our car analogy, MOSS provides extended capabilities such as GPS, a DVD system, Voice Commands, etc.
  - Extended features include Enterprise search, Personalization, Enterprise Content Management, etc.
  - Unlike WSS, MOSS is not available for free
SharePoint as an Organizational Platform

- Individual groups can have a collaborative web site
- Access can be limited to the team and appropriate stakeholders
- Relevant information can be centrally stored and maintained
- Communications can be streamlined
- Relatively easy to use
  - IT intervention is minimal
  - Based on familiar tools and technologies: Web, Windows, Microsoft Office
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#1 Easily Create a Collaborative Site

- Technical skill requirement is minimal
  - Microsoft Windows
  - Microsoft Office
  - Familiar with web browsing

- Easily define relevant access
  - Based on communication needs

- If deployed appropriately, IT does not have to deal with
  - Updating content
  - Defining account privileges
  - Maintaining a document repository
#2 Efficiently Manage Information

- SharePoint provides various tools to effectively centralize and manage information
  - Schedule
  - Documents
  - Change Request
  - Risk/Issue Log
  - Budget

- Document management features
  - Information storage
  - Check-in/check-out
  - Version control
  - Content approval
Demonstration

Creating a SharePoint Site
#3 Facilitate Team Collaboration

- **Document Collaboration**
  - Document Workspaces can be used to jointly develop requirements document, reports, templates, etc.

- **Tools**
  - Wikis to document lessons learned
  - Discussion boards for offline communication
  - Meeting Workspaces to support meetings
Example: Clarifying Requirements
#4 Enhance Communication

- Right information for the right person at the right time
  - Tasks
  - Schedule
  - Reports
  - Dashboard

- Relevant information access
  - Appropriate privileges can be defined based on informational needs
Demonstration

A Better Way to Collaborate During Meetings
#5 Automate Business Processes

- Common project workflows
  - Change Control
  - Expense Reimbursement
  - Vacation Request

- SharePoint workflows
  - Three-State
  - Custom workflows
#6 Generate Relevant Reports

- SharePoint can be used to generate relevant
  - Interactive summary of a project
  - Project tasks information
  - Automated alerts

- Dashboards can be created using Web Parts
  - Red, Amber, Green (RAG) Status
  - Key Performance Indicators (KPI)
  - Charts
Example: Milestones Dashboard
#7 Integrate with Existing LOB Systems

- Integrate SharePoint with existing data sources
  - SQL – based data
  - Web Services
  - XML

- Non Microsoft enterprise systems
  - CRM
  - Reporting Tools
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SharePoint Implementation Continuum

Draconian IT Control

Empowerment

Wild Wild West Chaos
Address the Business Needs

- What are the business pain points?
  - Project Management
  - HR
  - Finance
  - Departments

- Proper requirements gathering is critical
  - Analyst should understand both the business and SharePoint

- SharePoint a platform
Analyze SharePoint Priorities

- What business need are you addressing?
  - Collaboration
  - Document Management
  - Automate Processes
  - Enhance Reporting

- Complex branding, unless necessary, should not be a priority
Establish SharePoint Governance

- SharePoint Taxonomy
  - Information Architecture
  - User Management
- Usage Policies and Guidelines
- Adoption Plan
- Support and Maintenance
- Future Releases
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Questions?

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Thank You!