



SHAREPOINT

A New Self-Service Collaboration Tool for

Joan Thomas
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SHAREPOINT

- Highlights

- Automatic (Real-time) notifications by email/RSS feeds
- Document Repository (Version and Permission Controls)
- Enterprise Level Vehicle for Communications and People
- Flexible Configuration of User and Group security levels for site and document access (from management to field employees)
- Unifies email software and word processing platforms - many people are familiar with Outlook, version controls simplifies training, increases efficiency, and reduces liability of using shareware for business use

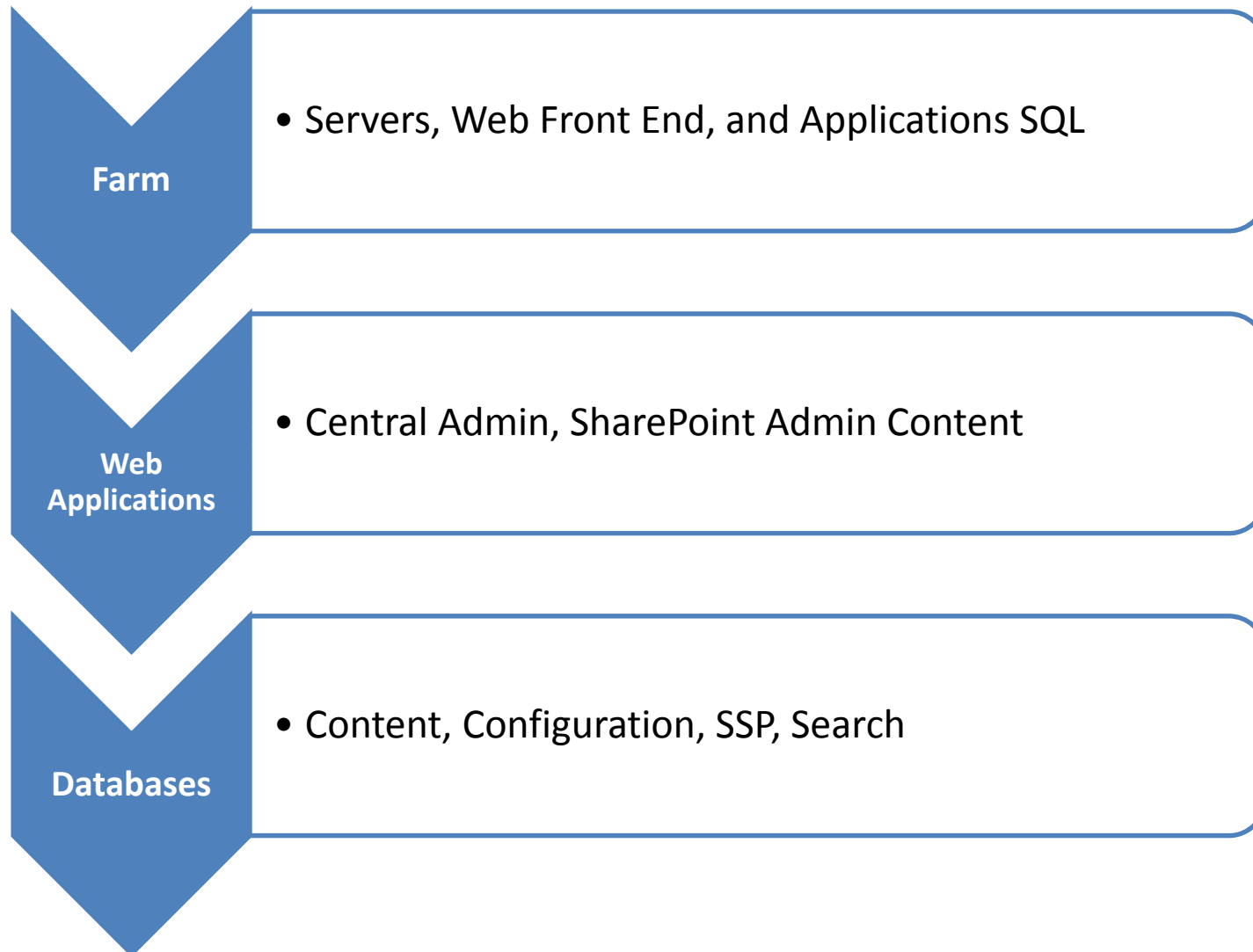
SHAREPOINT

- Centralized Outlook calendar - know when people are in meetings before hand and reserve rooms remotely
- Discussion groups/blog is integrated with Word - post directly to a discussion to create knowledge bases
- With Moderate Time and \$\$
 - Remote Access: Increases flexibility
 - Audit framework with Task-based workflows (Users become accountable for deadlines)

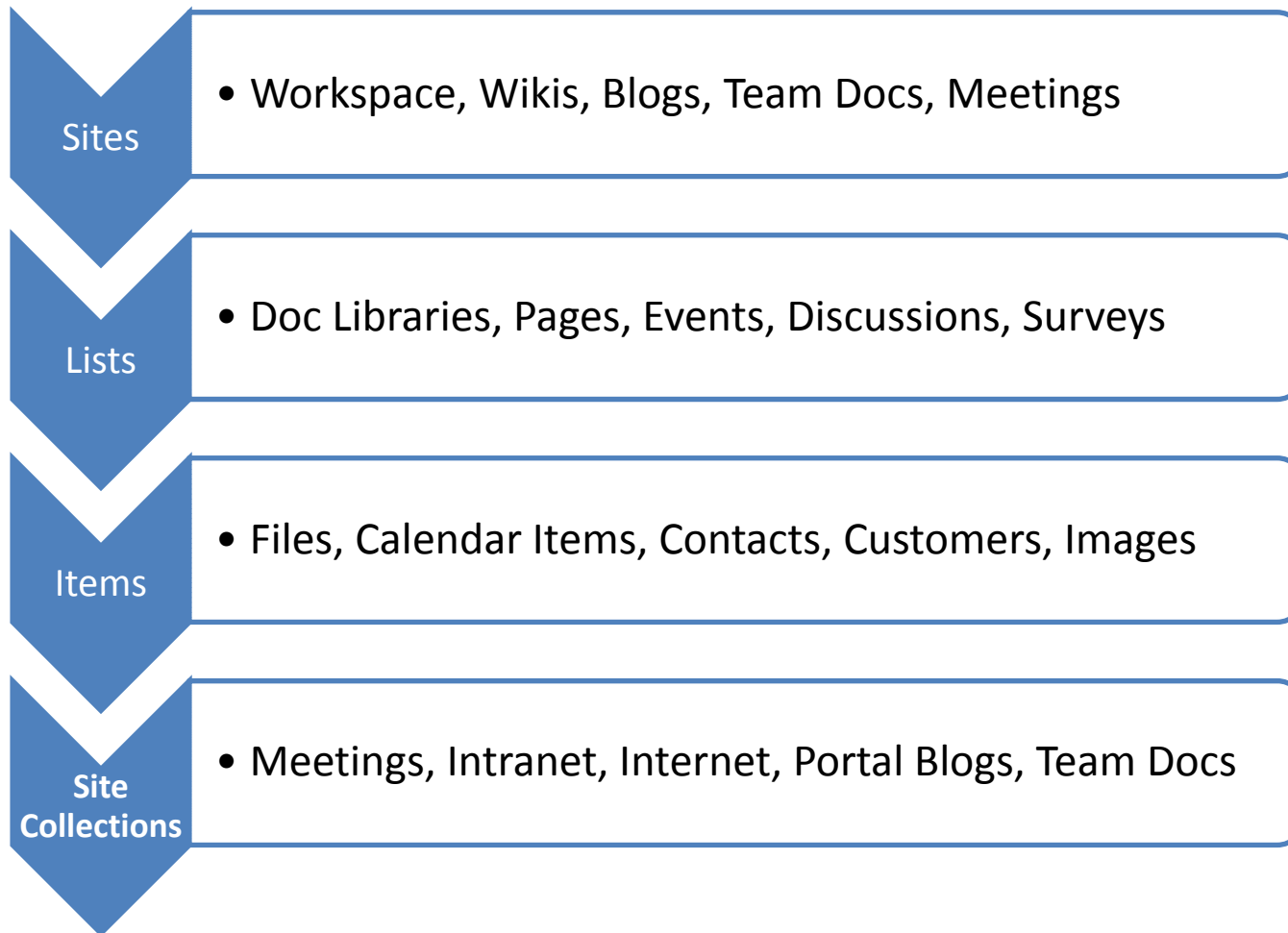
Nice - but let's get more specific...

- [Share & Manage Personal Docs](#) - By individual, department, or project – create knowledge bases from emails
- [Keep Teams in Sync and Manage Projects](#) - Real-time sharing (can see who is actively working on a file) & auto email alerts (when there has been any updates/additions to the Released Documents folder)
- [Intranet Sites: Keep everyone up to date](#) - Real-time website w/o a webmaster; HR can post latest changes; bulletin board for company announcements
- [SharePoint Office Integration](#) - Consistent software use - has look and feel of Word 2007; can use Word to create and post discussions and docs to folders on SharePoint
- [Search for Documents and People](#) - Easy access to current Global Address List (GAL) for emails and telephone numbers; searches inside documents as well as file names/titles (need to confirm search when implemented)
- [Online Forms and Access Services](#) - Ex. Knowledge base/Glossary, DR#s, Tracking for software issues and HR employee training

Containment Hierarchy



Containment Hierarchy (Con't)



HOME PAGE

Home - Windows Internet Explorer provided by [redacted]

http://walplmdb/site [redacted] tePages/Home.aspx

File Edit View Favorites Tools Help

★ Favorites [redacted] Home

Site Actions [redacted] Browse Page

Joan Thomas ▾

APS ▸ Home

Use this site to access APS departmental SharePoint sites.

Home HR IT Document Management Released Doc Marketing Quality Assurance

http://www.aps-tech.com/

Search this site...

NEWS FLASH

Bill's Newsletters

Corporate Tasks

Reserve a Room

Small Conf Room

Discussions

Questions & Answers

Pictures

APS Events

Employee Profile Photos

Employee Directory

Corporate Calendar

Recycle Bin

All Site Content

Welcome to the [redacted] SharePoint Portal!

Visit this site often not only for important News announcements, like **Bill Turner's weekly newsletter**, but for sharing and finding information.


The "SharePoint" portal serves an internal Intranet site where we can collaborate and share information without searching for directories on the network! For this initial roll-out, Team sites are being created only for none-critical business uses (Document Management, HR, Quality, Marketing, and IT).

If you would like to be part of the SharePoint development effort, contact **Joan Thomas** at ext. 217.

Announcements

	Title	Modified
	Get Started with Microsoft SharePoint Foundation!	11/14/2011 11:26 AM

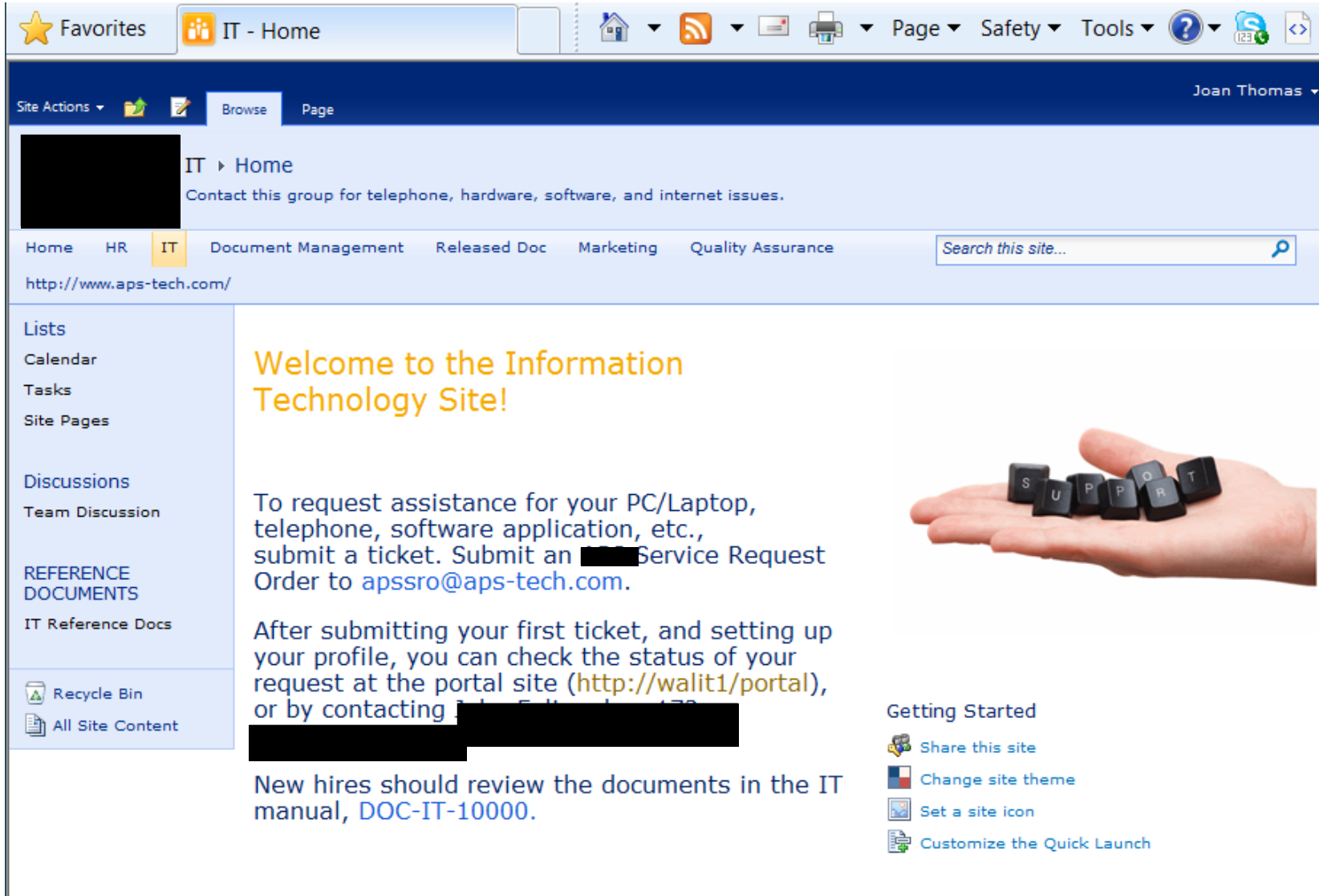
+ Add new announcement



For New Hires, Houston, Off-Shore

Share this site

HOME PAGE --- IT



The screenshot shows a web browser window displaying the 'IT - Home' page. The browser's address bar shows 'http://www.aps-tech.com/'. The page has a blue header with navigation links: Home, HR, IT (selected), Document Management, Released Doc, Marketing, and Quality Assurance. A search bar is located on the right side of the header. The main content area features a large orange text block that reads 'Welcome to the Information Technology Site!'. Below this, there is a paragraph of text: 'To request assistance for your PC/Laptop, telephone, software application, etc., submit a ticket. Submit an [redacted] Service Request Order to apspro@aps-tech.com.' This is followed by another paragraph: 'After submitting your first ticket, and setting up your profile, you can check the status of your request at the portal site (<http://walit1/portal>), or by contacting [redacted]'. A final paragraph states: 'New hires should review the documents in the IT manual, [DOC-IT-10000](#).' On the right side of the main content area, there is an image of a hand holding several computer keyboard keys that spell out 'SUPPORT'. Below the image, there is a section titled 'Getting Started' with four links: 'Share this site', 'Change site theme', 'Set a site icon', and 'Customize the Quick Launch'. On the left side of the page, there is a sidebar with a list of links: 'Lists', 'Calendar', 'Tasks', 'Site Pages', 'Discussions', 'Team Discussion', 'REFERENCE DOCUMENTS', 'IT Reference Docs', 'Recycle Bin', and 'All Site Content'.

IT - Home

Site Actions ▾ Browse Page

IT ▸ Home

Contact this group for telephone, hardware, software, and internet issues.

Home HR IT Document Management Released Doc Marketing Quality Assurance

<http://www.aps-tech.com/>

Search this site...

Lists

Calendar

Tasks

Site Pages

Discussions

Team Discussion

REFERENCE DOCUMENTS

IT Reference Docs

Recycle Bin

All Site Content

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Getting Started

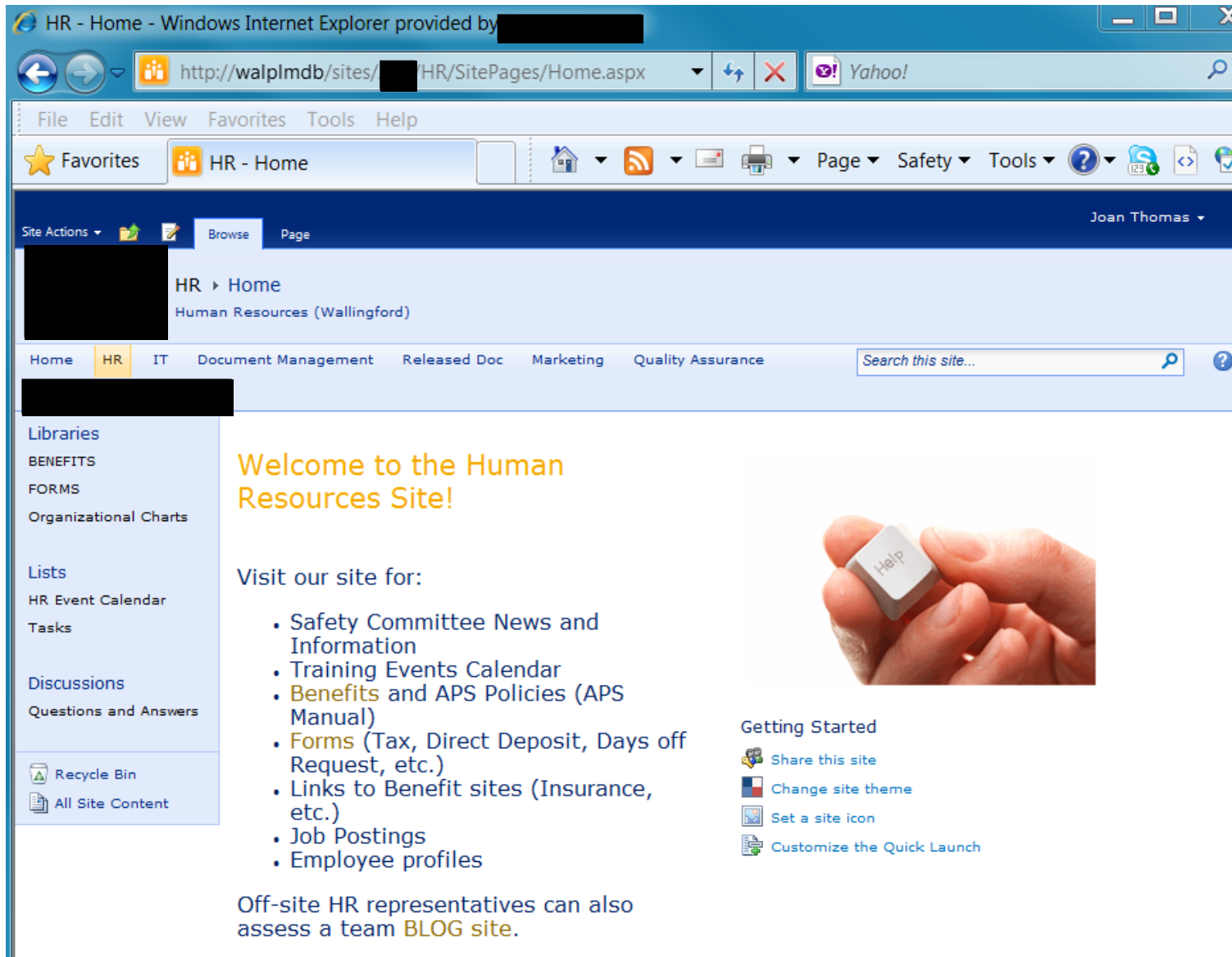
Share this site

Change site theme

Set a site icon

Customize the Quick Launch

HOME PAGE --- HR



The screenshot shows a Windows Internet Explorer browser window displaying the HR Home page. The address bar shows the URL <http://walplmdb/sites/HR/SitePages/Home.aspx>. The page title is "HR - Home". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "HR - Home". The page's navigation bar includes Site Actions, Browse, and Page. The main content area features a welcome message, a list of site features, and a "Getting Started" section. A sidebar on the left contains links to Libraries, Lists, Discussions, and Recycle Bin. A search bar is located in the top right corner.

HR - Home - Windows Internet Explorer provided by [redacted]

<http://walplmdb/sites/HR/SitePages/Home.aspx> Yahoo!

File Edit View Favorites Tools Help

★ Favorites HR - Home

Site Actions Browse Page Joan Thomas

HR > Home
Human Resources (Wallingford)

Home HR IT Document Management Released Doc Marketing Quality Assurance Search this site...

Libraries
BENEFITS
FORMS
Organizational Charts

Lists
HR Event Calendar
Tasks

Discussions
Questions and Answers

Recycle Bin
All Site Content

Welcome to the Human Resources Site!


Visit our site for:

- Safety Committee News and Information
- Training Events Calendar
- Benefits and APS Policies (APS Manual)
- Forms (Tax, Direct Deposit, Days off Request, etc.)
- Links to Benefit sites (Insurance, etc.)
- Job Postings
- Employee profiles

Off-site HR representatives can also assess a team [BLOG site](#).

Getting Started

- Share this site
- Change site theme
- Set a site icon
- Customize the Quick Launch



Requirements

- Executive Sponsor and Steering Committee to ensure Business/IT stay on task to meet and address business issues
- Requires identification of key SharePoint Champions (Administrators) to share the load and distribute the process
- Remember that Buy-in includes the lowest level employees – Suggest use annual reviews as a motivation for adding training/process improvement/team Interaction goals
- Deploy using Standard 2010 Version of SharePoint according to Roadmap

NOTE: Microsoft Office 2010 suite (for concurrent file editing) and SharePoint 2010 (for Database, workflows, remote access)

ROADMAP



ROLL-OUT ORDER

- IT/DOC MGT/QC – Demo; Executive Sponsor; RFP; ID SharePoint Captains & Buy-in; Roadmap/Timeline/Checkpoints; Procedures (backup, security, naming conventions, usage, admin); application installations (e.g., email)
- HR – Forms; Databases (training, personal) Policies; Discussion Groups; Personal Profiles; SharePoint Training (Admin/Program Managers first)
- DOC MGT – Reference, Glossary Database, Schedule, Discussions, Review Docs
- PROGRAM MANAGERS – Project Schedules; Bug Tracking; Discussion Groups
- SALES - Project Schedules; Discussion Groups & Customer Forums; Marketing Collateral (released; in progress)
- CUSTOMERS
 - WEB INTERFACE; TECH SUPPORT; REPAIRS;
 - CUSTOMS; SALES ORDER [REDACTED]
- OTHER GROUPS
 - ENGINEERING (SOFTWARE, MECHANICAL DESIGN, ELECTRICAL DESIGN)
 - PURCHASING
 - PRODUCTION CONTROL