

# SharePoint Overview

## SPP Compliance Forum

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# What is SharePoint?

- **SharePoint is a browser-based platform offered by Microsoft that facilitates efficient, timely and effective document management, content management, collaboration and communication.**

# What Does SharePoint Offer?

- **SharePoint offers a wide variety of solutions for the enterprise, most of which fall into one of these categories:**
  - Collaboration
  - Information Management
  - Automated Business Processes
  - Reporting

# What Does SharePoint Offer?

- **COLLABORATION**

- Ability to easily create project or organizational sites
- Automated communication (integrates with Outlook)
- Secure, central repository for information
- Integration with Microsoft products, including Project Server
- Discussion forums and wikis
- Surveys
- Meeting workspaces

# What Does SharePoint Offer?

- **INFORMATION MANAGEMENT**

- **Types of Information:**

- Calendars and schedules
- Document folders and libraries
- Customizable lists for changes requests, risk and issues logs, contacts – virtually any type of information

- **Information Management Features:**

- Version control and content approval (Check-in/Checkout)
- Retention controls and interfaces for litigation holds
- My Sites – personal homepage

# What Does SharePoint Offer?

- **BUSINESS PROCESS AUTOMATION**
  - **Examples of Common Workflows:**
    - Change Control
    - Expense Reimbursement
    - HR Requests (Time off, vacation, etc.)
    - Budget Planning
  - **Customizable Workflows**

# What Does SharePoint Offer?

- **REPORTING**

- **Examples of Common Reports:**

- Project, Program and Portfolio statuses
- Project task information
- Dashboards, Key Performance Indicators, Charts and Graphs may be displayed as web-parts
- Resource utilization

## Deployment: Things to Consider

- Define scope of deployment and gain proper approval
- Ensure that IT implementation is well-planned (account privileges, use of active directory, etc.)
- Avoid complex branding
- Thoroughly plan for support and maintenance and anticipate future releases
- Evaluate enterprise tool set:
  - Are other enterprise tools in place that meet the needs?
  - If so, will SharePoint enhance them? Replace? Duplicate?



# Questions

