



Maximising the benefits of Sharepoint

Sharepoint is a powerful toolset



Sharepoint is steadily becoming the defacto standard collaboration tool in most organisations and is Microsoft's fastest-growing product; approximately 50% of midsize businesses use MOSS or WSS.

However, many organisations are experiencing difficulties unlocking the real potential of Sharepoint, getting little further than using a vanilla, out-of-the-box implementation.

In some cases this means using Sharepoint as little more than a document store, which is arguably worse than simply using a shared drive on the corporate network.

So what can you do if you are not getting the value you expected from Sharepoint to really unlock its potential and realise the benefits?

Here are some key considerations...

3 key considerations

Firstly consider the following:

WSS v. MOSS

Windows Sharepoint Services

- **Base platform**
- **Included with Exchange 2007**
- **Excellent place to start**

Microsoft Office Sharepoint Server

- **Uses foundations of WSS so not difficult to migrate to**
- **Additional features**
- **Enterprise strength solution**

Whichever implementation you opt for – remember:

💡 **Make sure that the infrastructure is up to the job; a slowly performing site will not reach a critical user mass**

💡 **Don't let "IT" decide which features to enable**

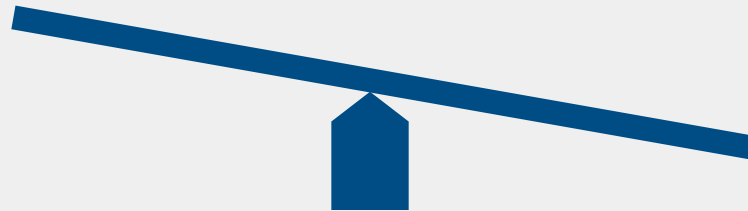
3 key considerations

Secondly consider:

No Configuration v. Over Configuration

No Configuration

- A shared folder?
- Under utilisation
- Hard to locate content



Over Configuration

- Too complex
- Still under utilisation
- Still hard to locate content

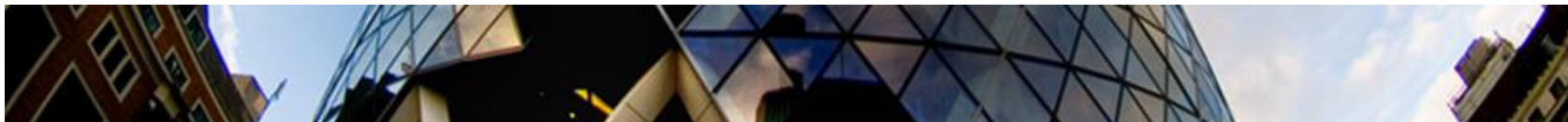
Success depends on getting the right balance - remember:

💡 **One size does not fit all;**

💡 **Not all users will be IT savvy, don't over engineer; and**

💡 **Don't be scared of being Agile – have a go but be prepared to change it!**

3 key considerations



And also consider:

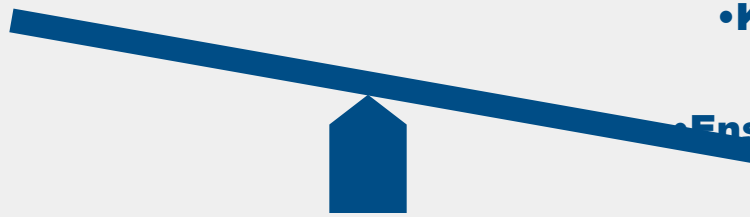
Collaboration v. Publication

Collaboration

- Use for teamwork across multiple locations
- Ensure access to archive sites
- Don't over restrict content

Publication

- Use for read only corporate content
- Keep it frequent and regular
- Ensure people are aware of new content



Publishing and collaboration are two very different requirements – remember:

💡 **Take time to think and get organised;**

💡 **Understand the information you are trying to organise; and**

💡 **Work out who your audience and contributors are.**

Sharepoint can be a valuable asset



Once you have considered these aspects, there are 3 further steps:

Step 1

Get your taxonomy right – create a structure that really works for your organisation

Step 2

Use the simple hidden features – gain extra benefits from workflow, forms, views, alerts and lists

Step 3

Take ownership of business content – appoint data stewards and ensure that they take responsibility for their particular areas

If you get it right, your Sharepoint site will be a valuable asset that will be used for many years to come.

10 top tips



Our lucky 10 top tips:

- 💡 Use alerts so people know what has changed
- 💡 Amend the views to show more useful information about a document
- 💡 Use simple editable web-parts to describe what the site is about and how it works
- 💡 Make sure critical fields are mandated on document uploads
- 💡 Make it easy for people to find the information they are looking for
- 💡 Encourage version control to give an audit trail of changes
- 💡 Adopt an iterative approach
- 💡 Get buy-in from senior management
- 💡 Ensure adequate governance but don't over do it
- 💡 Don't give up otherwise you'll end up back with a shared folder!