

What is SharePoint and why are so many companies adopting it?

Microsoft SharePoint is a full-featured, enterprise-class, development platform for building secure and easy to use, information asset and document management solutions.
<http://www.microsoft.com/sharepoint/prodinfo/what.mspx>

Apply your expert knowledge of eliciting, organizing and delivering information to make the most of SharePoint.

The technology alone is not the solution.

Information professionals play a critical role in the success of SharePoint deployments.

Corporate librarians are uniquely positioned to add immense value to their organization's portal and ECM initiatives.
 But IT needs to be told this!

- know stakeholders
- know business
- trusted

Vision & Strategy

- Define project
- Secure sponsorship & funding
- Engage Stakeholders

Planning & Design

Information Assessment

Engage stakeholders and identify their high-level requirements.
 Discover and define the enterprise knowledge domain.
 Prioritize based on ROI and opportunity
 Identify depth and range of knowledge assets and negotiate common understanding

- structures (org chart, roles, teams)
- terms, definitions
- drivers / objectives
- Knowledge Mapping
- Content Inventories
- Process Mapping

Information Architecture

Taxonomy Implementation
 System/Site Map (hierarchy of content containers, "contributors view")

Site Categories

Site Columns (metadata and list data)

way to manage the metadata and behaviors of a document, list item, or folder in a centralized, reusable way.
 contain a set of properties, template, a set of policies, and applicable workflows
 can be reused in multiple lists and libraries
 visible to all child sites

Content Categories (Content types)

Categorization (using faceted taxonomies)

Glossary & Thesaurus
 Search Plan (categories, scoping, management, etc.)
 Concept Maps for Portal Navigation and User Interface Design

personas/archetypes
 roles
 tasks or needs
 subjects

i.e. a business manager goes to the portal to find information about a competitor, starting at the portal home what does his experience look like?

Governance Plan
 Security Plan
 UI Design
 Technology Strategy

Deploy

- Training
- Implementation
- Marketing

Review

Pages (multiple if you use publishing template) use web parts. There are many types. Common ones are lists, content links, and rss feeds.
 Easy to allow site managers to edit. Publishing workflow can be added to the page.

Security, workflows, and other settings on each list or library. Choice to display on quicklaunch bar.
 List example: Resources set up views for users based on columns: sort, filter, group, etc. same list grouped by a column and showing only certain columns

content from libraries and lists
 Wiki - an attempt to create an intelligence gathering site. a simple page that has to be updated by hand. It is easy to modify and version control is available. A company page example. Manual updates depend on a lot of active editors.

A separate industry news blog was maintained and key news articles would have to be manually added to one or more company pages.

Features

- Content is added in one place and published in many.
- Industry and Company pages use templates for layouts.
- Other departments are involved (somewhat)
- Most of home page is produced dynamically

Planning and design are essential.

- Information Assessment / User Requirements (work closely with stakeholders)
- Information Architecture See Industry News & Intelligence Map

SP Deployment Process (high-level)

Example.... Putting some of the collaboration and web content management features to work to create a dynamic portal for your library.

Basic SP Site: Corporate Library

More dynamic SP Publishing Site: Industry Intelligence Site

On a larger scale you can use these skills to provide great value to your corporate SP deployment!

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Bringing SharePoint To Life:
 Using Your Knowledge Of Information Design To Add Value To SharePoint Deployments

