

SHAREPOINT MIGRATION



- Efficient Sharing of ideas
- Organising Information, People and Projects
- Managing Cost, Risk and Time
- Business Intelligence

WHY SHAREPOINT?

SharePoint is typically deployed as a web-based tool that offers document storing, tracking and management. The benefits offered over a typical file system include more intuitive security controls, integrated version history tracking, search capabilities and collaborative live editing.

However, while this is the method in which SharePoint is typically deployed, this is only a minor subset of its capabilities. SharePoint offers a number of features aimed at enabling users to work more efficiently in a controlled and secure manner. These include:

SHARING IDEAS AND INFORMATION

Sharing of documents, Social feeds, group and community working, and mobile device support

ORGANISING PEOPLE, INFORMATION AND PROJECTS

Site creation, task management and site mailbox

SEARCH CAPABILITIES

Find people, content, discover insights and visualise data

SHAREPOINT SITE BUILDING

Creation of an app store, web site building and adaptive site experience

MANAGE COST, RISK AND TIME

An integrated search engine enabling content to be searched within SharePoint and integrated applications

CHALLENGES OF A POORLY EXECUTED COLLABORATION STRATEGY

As businesses grow, communication, task management and document control, if not correctly structured, can quickly get out of hand. Over time, documents are often stored in a number of locations known only to the end users. The stored documents are left in various states of edit, are out of control from the author's perspective, and have no audit trail. In addition, communication and task management become problematic between departments. This has the effect of costing the business in time and money.

HOW DOES SHAREPOINT BENEFIT MY BUSINESS?

A carefully considered SharePoint deployment ensures that the business is able to efficiently collaborate in a structured manner. Both inter and intra departmental collaboration can be simplified through a structured collaboration platform framework, where all users and groups are clearly portrayed for the parts they play. Content can be easily searched, accessed and edited. Version control ensures that not only is the latest version used, there is also a rollback where needed. Applications are easily accessed within the site. Finally, business intelligence offers an insight to collaboration efficiencies. The outcome is a more efficient use of time and energy by all parties, with a net effect of reducing cost and having a positive commercial effect on the business.

ENABLING SUCCESSFUL SHAREPOINT IMPLEMENTATIONS

A carefully implemented SharePoint deployment drives a standard process, policy and governance framework around information sharing. This starts with the users. Gateway Technolabs will create a mapping of departments and users, and create the required framework. This is essential to ensure that the controls are in place to avoid content sprawl.

Once frameworks are in place, Gateway Technolabs will deploy SharePoint and integrate it into the customer business tools. Immediately after deployment, training materials will be created to enable the business to drive standardisation around document management.

SharePoint, when integrated into the customer business strategy, offers a logically structured platform for users and groups to share ideas, and collaborate in a secure, efficient manner. The organisation elements go far beyond being a data repository, and enable social collaboration, time management, and document and people search among its features. As version controlling is a key feature, then all users are not only able to collaborate with the most recent information, but where there are issues, roll back to previous unsighted versions.

SERVICES OFFERED BY GATEWAY TECHNOLABS

The following services are available:

- Assessment of existing company working practice relating to document handling and sharing
- Deployment of SharePoint services locally or in the cloud, including integration into local tool sets
- Setup of SharePoint frameworks

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