

SharePoint Discovery Workshop

Many customers, ranging from small businesses to the world's largest enterprises have already experienced tangible business value by implementing a Microsoft SharePoint solution to share information in their organisation. Microsoft Office SharePoint Services is Microsoft's team working and collaboration software that enables you to benefit from:

Trustmarque Solutions
SOFTWARE LICENSING EXPERTS

- **Improved employee productivity** – giving employees and teams access to real-time business information
- **Quicker response to customers** – consolidating customer and partner information, enabling quicker decision making and improving customer service
- **More informed decisions** – allowing teams, business partners and customers to effectively work together with speed and agility
- **Better organisation** – providing efficient document storage and retrieval with check-in and check-out functionality, version history, custom metadata and flexible, customisable views
- **Enhanced information security** - protecting your information through security controls that allow only the correct users to see the data that they should

What's included in the workshop?

- **Introduction of SharePoint within your business** – Defining the scope and objectives of a SharePoint deployment, we will interview key personnel to define responsibilities, project time scales and identify the organisation's common goals
- **Requirements Analysis** - As part of the workshop Trustmarque have developed a series of workshop/questionnaire formats, to assist with gathering requirements in a manner which is meaningful to the business users. The areas which are covered include:
 - Look and Feel
 - Finding Information
 - Document Management
 - Collaborative Team Working
 - Corporate Intranet
 - Project Co-ordination
 - Process Management
 - Extranet
 - Social Networking
 - Business Intelligence
 - Integration with Line of Business Systems
- **Deployment and architecture scenarios** – We will work with you to ensure the new SharePoint solution is planned correctly, identifying the taxonomy design, key application and data risks, timescales, priorities and approach,
- **Performance management** – SharePoint performance can be affected by many variables; some are predictable, others are not. We will show you how to gain better control of your server's performance
- **Best practice and SharePoint security** – As you will be hosting critical content on a SharePoint solution, we help you make the right decisions about how best to protect the content from unauthorised users
- **Future Development** - Taking account of your organisation's plans for growth we will consider current and future needs and if appropriate provide advice on potential requirements for Office SharePoint Server
- **Communication** – We will deliver an on-site consultative presentation to assist in developing and implementing a successful SharePoint project plan.

For further information please speak to your Trustmarque Account Manager or email esteem@trustmarque.com