



## SharePoint Solutions Assessment

Microsoft SharePoint has quickly become a critical platform for collaboration within companies. Employees are creating their own sites, teams are managing projects through sites, and departments are building applications to replace cumbersome business processes using SharePoint. The Quest Professional Services team can help you discover how prevalent SharePoint truly is in your environment, and provide direction about how to manage it going forward. Our services organization will also reduce the time it takes to deliver an integrated SharePoint environment to realize the cost savings and business integration that SharePoint has to offer.

The goal of this offering is three-fold:

- Provide your team with the knowledge necessary to understand applications, administration, and risk management for enterprise-level SharePoint
- Analyze the current use of SharePoint in your environment and identify opportunities to reduce risk
- Provide guidance and direction for a successful SharePoint enterprise implementation to maximize the potential within your environment

### Delivery Approach:

While onsite, our consultant will compile an inventory of your current SharePoint services installations, and interview your technical and business teams to determine goals and direction. The consultant will also provide guidance on SharePoint:

- Application development
- Administration
- Data migration and consolidation efforts
- Disaster recovery/business continuity
- Backup and restore
- Application integration

A typical engagement will follow this schedule, based on your team's availability.

Monday - Collect success criteria

- Install SharePoint Site Administrator
- Compile inventory of current SharePoint sites and servers in environment
- Document environment and prepare SharePoint overview
- Lunch and Learn—SharePoint overview
- Meet with business unit leaders at round table – goals and direction interviews in a facilitated session

Tuesday - Review SharePoint functionality

- Administration and management SharePoint overview
- SharePoint administration workshop
- Lunch and Learn—SharePoint backup and restore
- Round table discussion – backup and disaster recovery

Wednesday - Application development

- Introduction to SharePoint development methodologies
- SharePoint tools vs. custom development
- Lunch and Learn—SharePoint application integration
- Round table discussion – application consolidation

Thursday - Infrastructure planning

- Scheduled one-on-one meetings
- Final information gathering
- Discovery overview with management/executive sponsors

Within two weeks after the onsite meetings, you will receive comprehensive documentation outlining discoveries made, risk mitigation, and suggestions for expanding SharePoint use in your business.