SharePoint
Connect and empower your organisation

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17 September 2015

Today

1. What is SharePoint?
2. Why use SharePoint?
    a. Some examples
3. Alternatives/complimentary systems
4. Best practice and important things to remember

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What is SharePoint?

SharePoint is the system that organisations use to build secure internal websites – **intranets**.

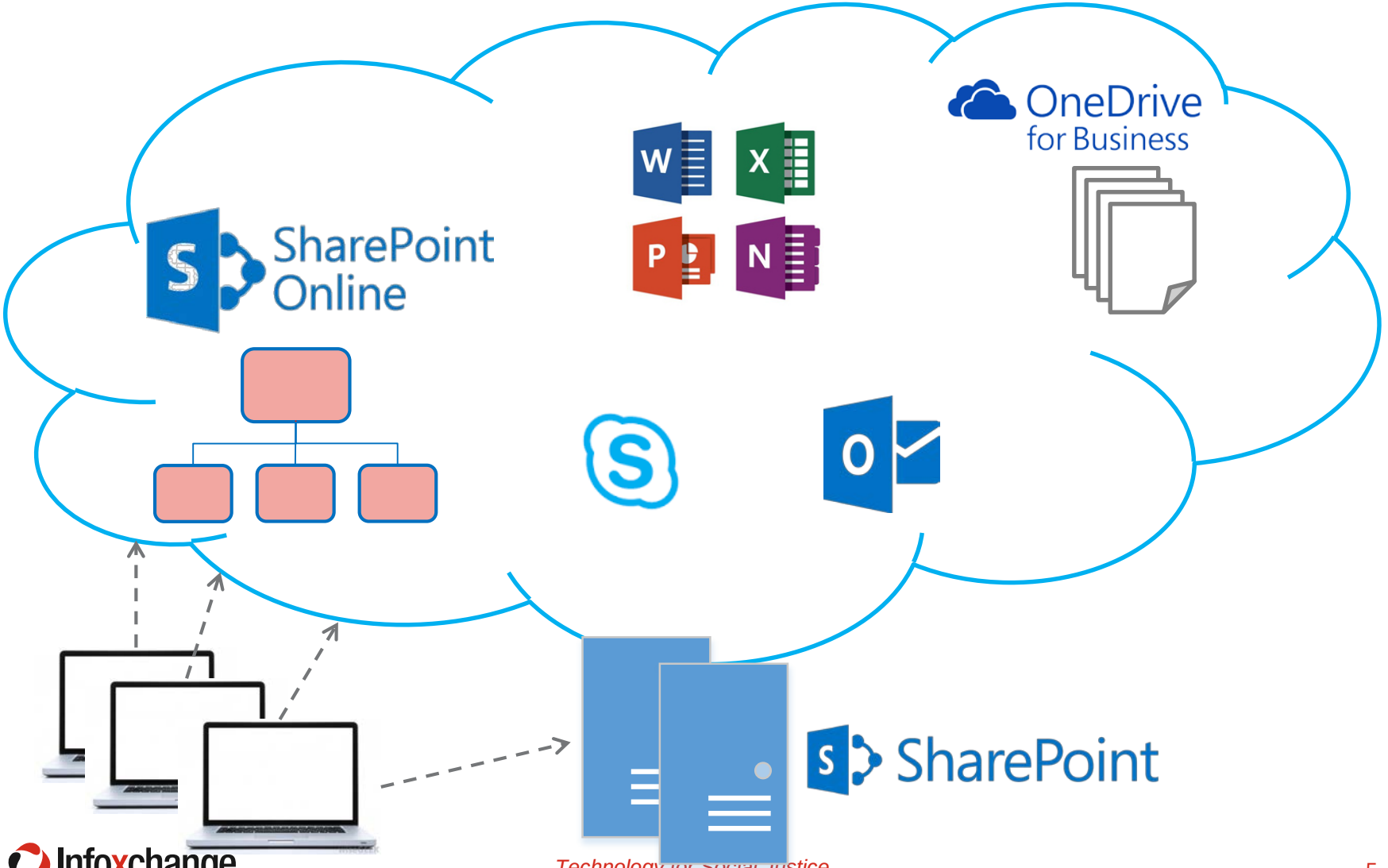
Once used by big organisations as their intranet platform or content management system (CMS), and it was a server (on premises) product.

Now it's available online as part of the Office 365 suite.

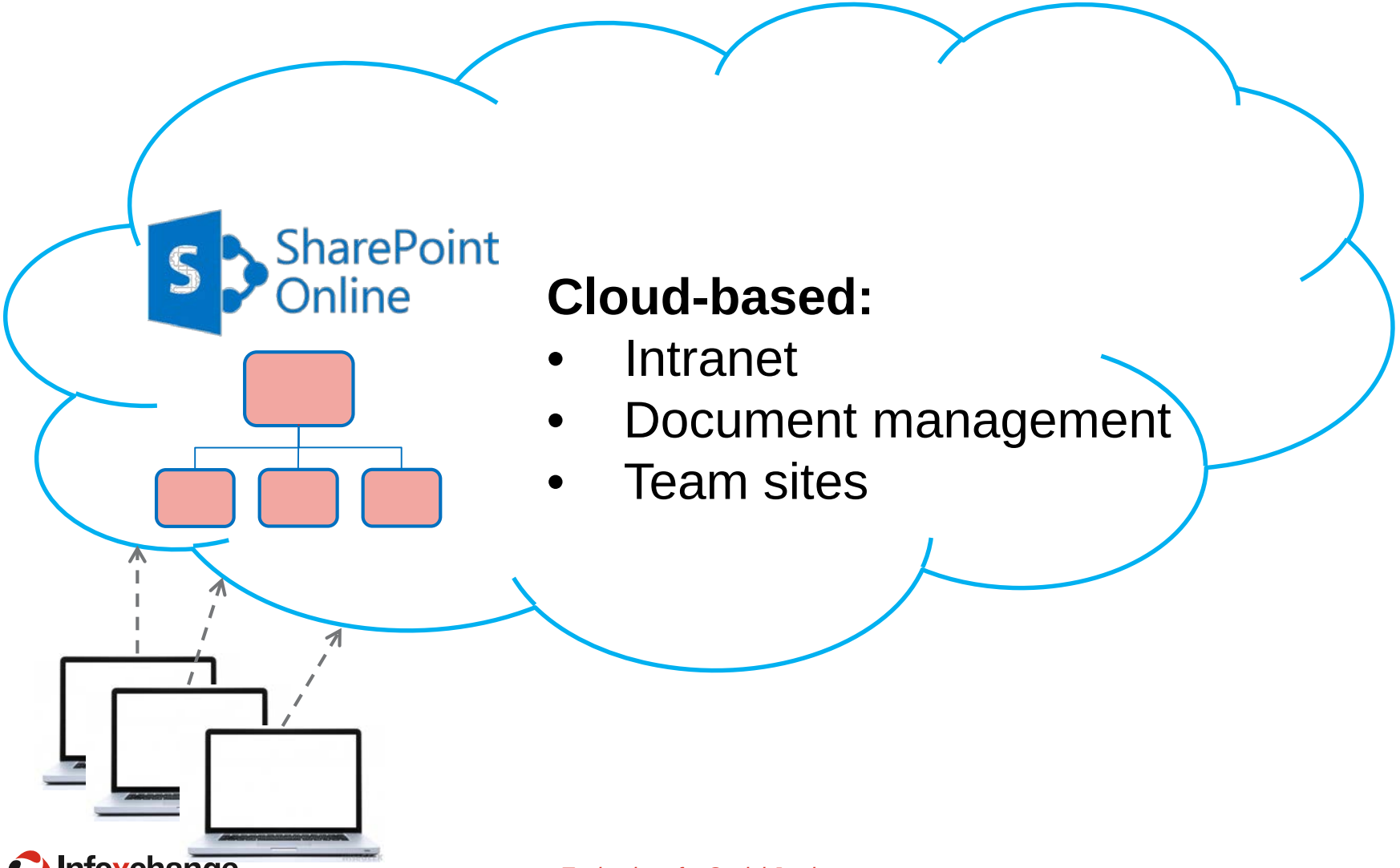
- You need an Office 365 subscription to access SharePoint Online sites.
- Accessed via a web browser, such as Internet Explorer, Chrome or Firefox.

You can use it as a secure place to store, organise, share, and access information from almost any device.

Office 365



Office 365



Cloud-based:

- Intranet
- Document management
- Team sites

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Why use SharePoint?

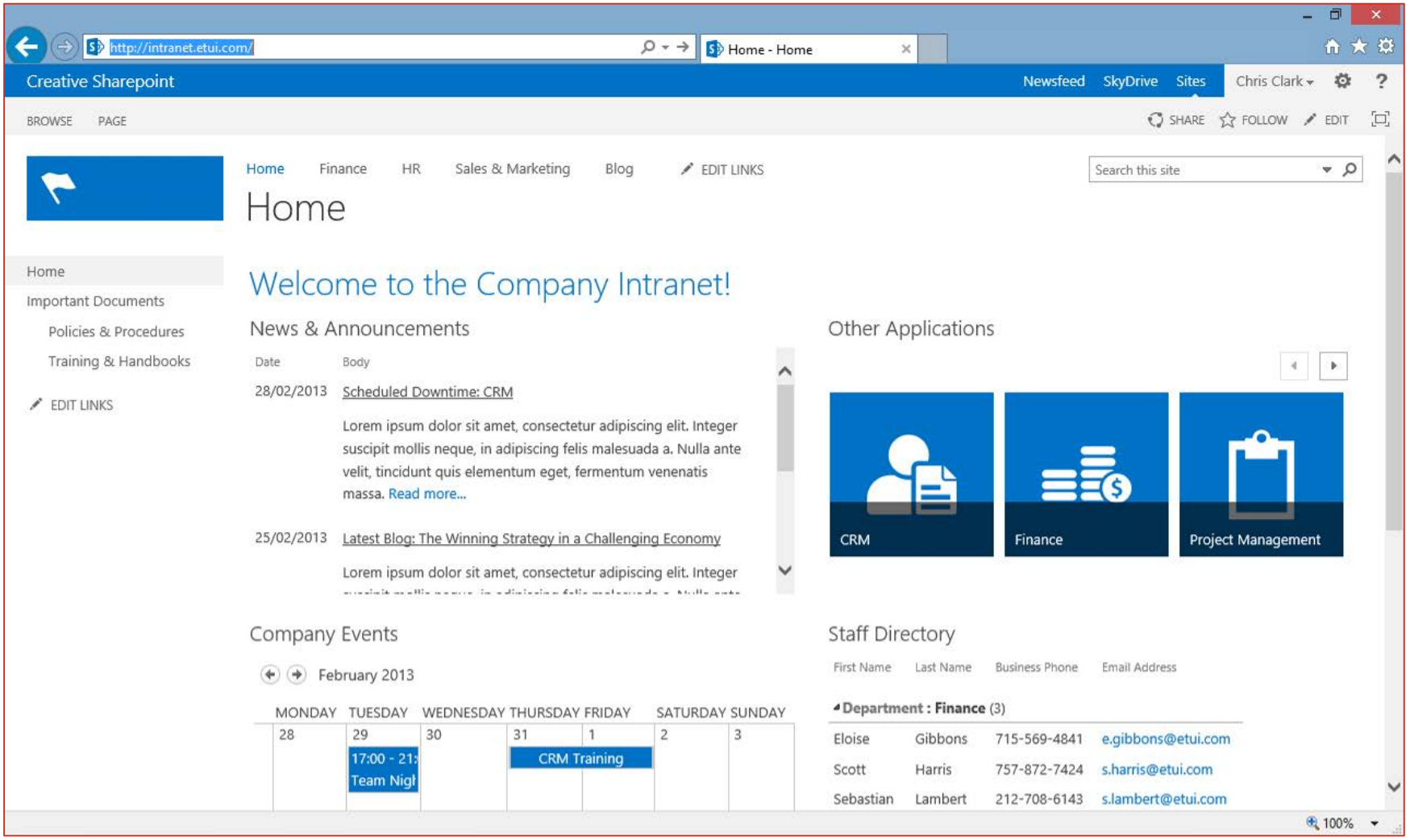
SharePoint does…

Intranet – Serves as the platform for organisation's internal homepage, a central hub of useful information and communication for businesses.

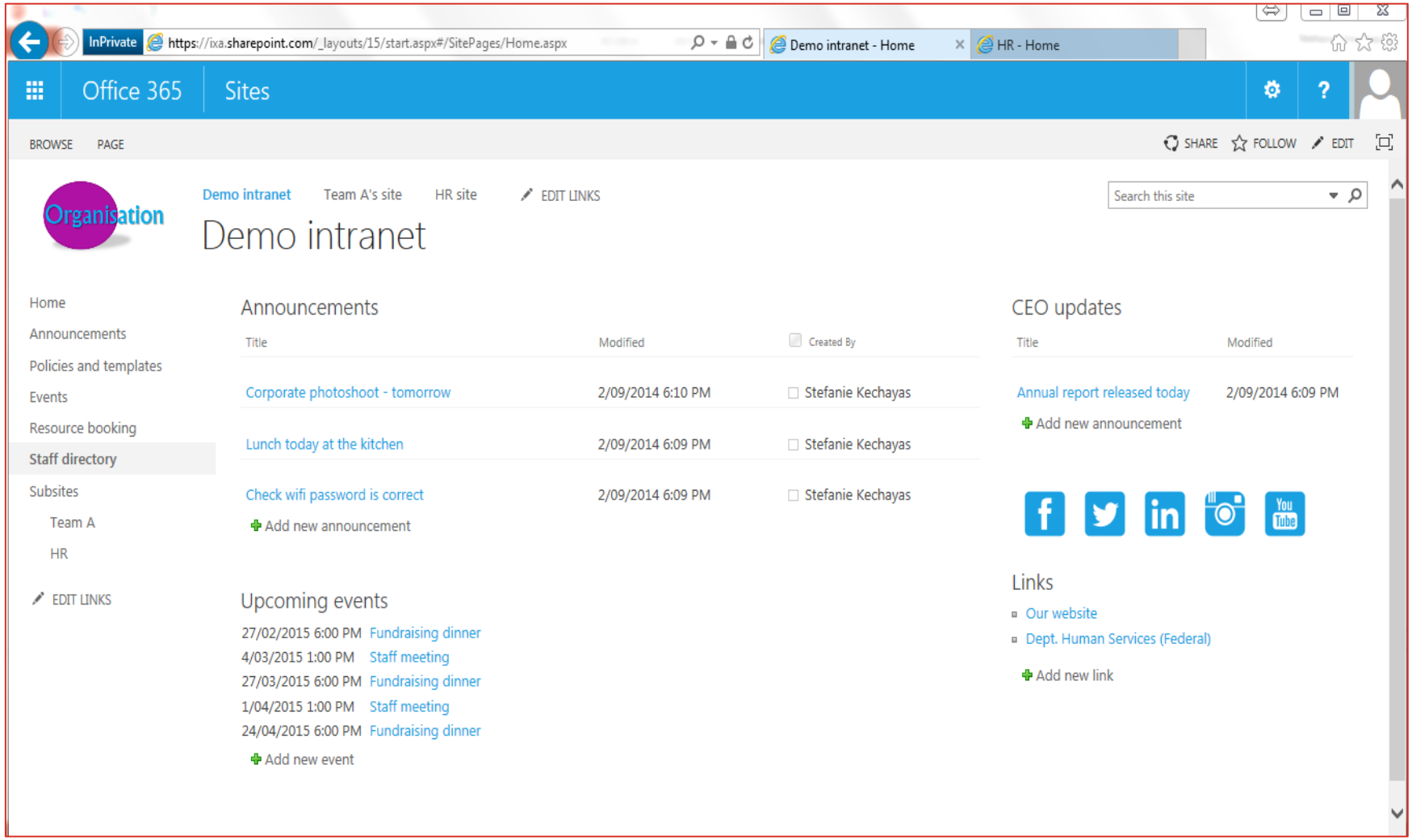
Document management – Provides sophisticated document libraries for storing and working on documents.

Team sites – Supports teams working on projects together by providing a centralised spot for tasks, calendars, documents, links and other useful tools.

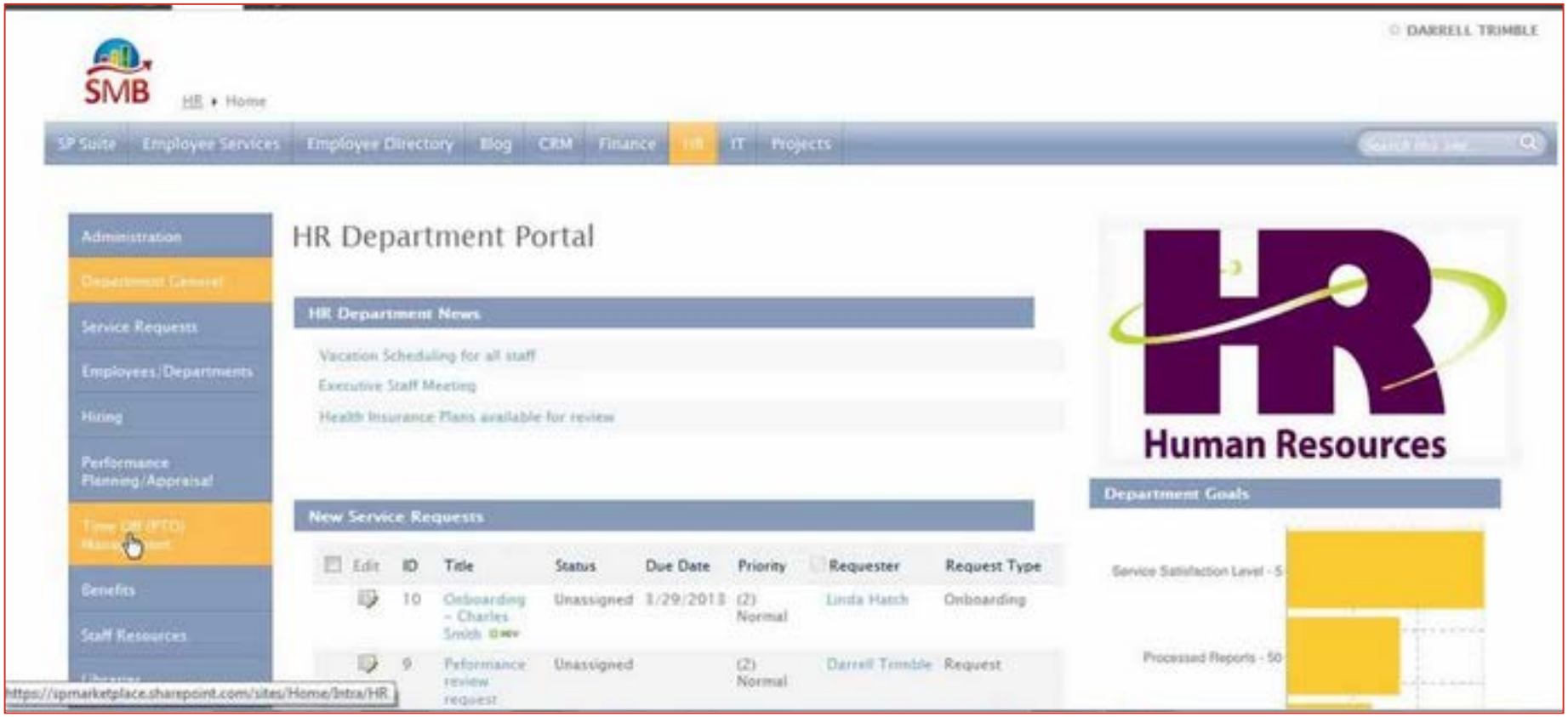
Intranet


http://intranet.etui.com/
Home - Home
Creative Sharepoint
Newsfeed
SkyDrive
Sites
Chris Clark
BROWSE
PAGE
SHARE
FOLLOW
EDIT
Home
Finance
HR
Sales & Marketing
Blog
EDIT LINKS
Search this site
Home
Important Documents
Policies & Procedures
Training & Handbooks
EDIT LINKS
Welcome to the Company Intranet!
News & Announcements
Date
Body
28/02/2013
Scheduled Downtime: CRM
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer suscipit mollis neque, in adipiscing felis malesuada a. Nulla ante velit, tincidunt quis elementum eget, fermentum venenatis massa. Read more...
25/02/2013
Latest Blog: The Winning Strategy in a Challenging Economy
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer
Other Applications
CRM
Finance
Project Management
Company Events
February 2013
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY
28 29 30 31 1 2 3
17:00 - 21:
Team Nigh
CRM Training
Staff Directory
First Name
Last Name
Business Phone
Email Address
Department : Finance (3)
Eloise Gibbons 715-569-4841 e.gibbons@etui.com
Scott Harris 757-872-7424 s.harris@etui.com
Sebastian Lambert 212-708-6143 s.lambert@etui.com
100%

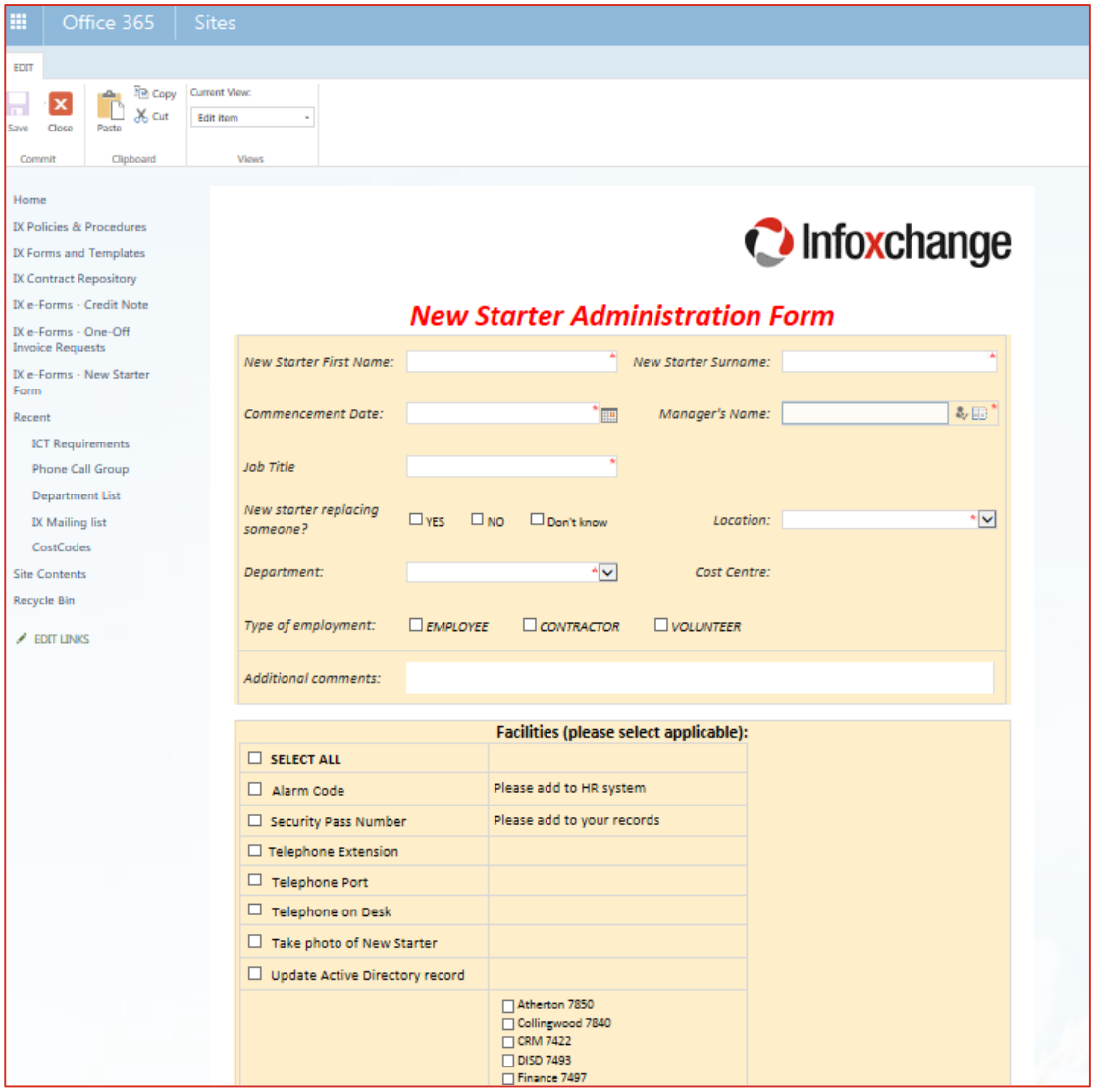
Intranet


InPrivate
https://ixa.sharepoint.com/_layouts/15/start.aspx#/SitePages/Home.aspx
Demo intranet - Home
HR - Home
Office 365
Sites
BROWSE
PAGE
SHARE
FOLLOW
EDIT
Organisation
Demo intranet
Team A's site
HR site
EDIT LINKS
Search this site
Demo intranet
Home
Announcements
Policies and templates
Events
Resource booking
Staff directory
Subsites
Team A
HR
EDIT LINKS
Announcements
Title
Modified
Created By
Corporate photoshoot - tomorrow
2/09/2014 6:10 PM
Stefanie Kechayas
Lunch today at the kitchen
2/09/2014 6:09 PM
Stefanie Kechayas
Check wifi password is correct
2/09/2014 6:09 PM
Stefanie Kechayas
Add new announcement
Upcoming events
27/02/2015 6:00 PM Fundraising dinner
4/03/2015 1:00 PM Staff meeting
27/03/2015 6:00 PM Fundraising dinner
1/04/2015 1:00 PM Staff meeting
24/04/2015 6:00 PM Fundraising dinner
Add new event
CEO updates
Title
Modified
Annual report released today
2/09/2014 6:09 PM
Add new announcement
Links
Our website
Dept. Human Services (Federal)
Add new link

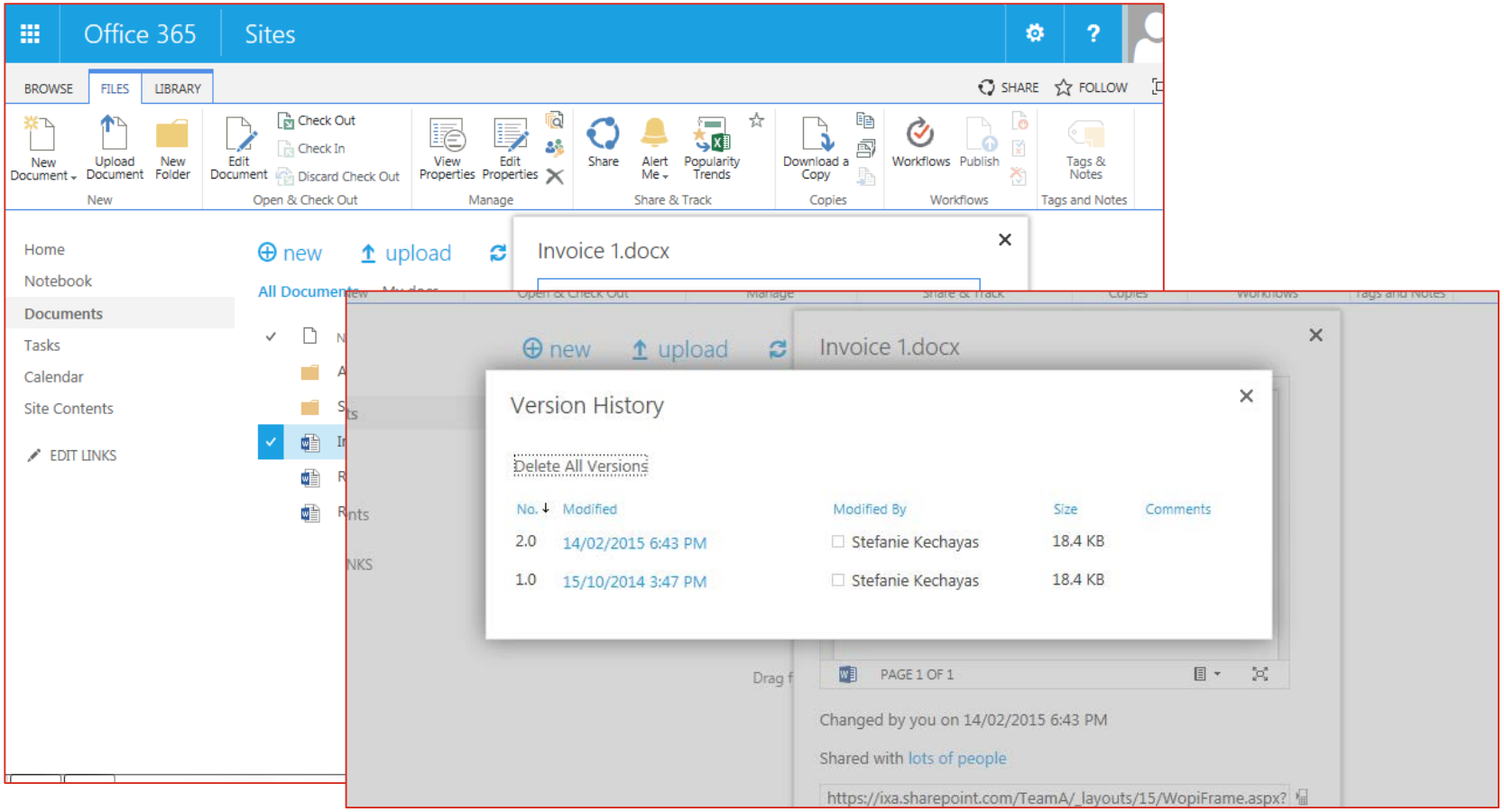
Intranet


SMB
HR • Home
DARRELL TRIMBLE
SP Suite
Employee Services
Employee Directory
Blog
CRM
Finance
HR
IT
Projects
Administration
Service Requests
Employees/Departments
Hiring
Performance Planning/Appraisal
Benefits
Staff Resources
HR Department Portal
HR Department News
Vacation Scheduling for all staff
Executive Staff Meeting
Health Insurance Plans available for review
New Service Requests
Edit
ID
Title
Status
Due Date
Priority
Requester
Request Type
10
Onboarding - Charles Smith
Unassigned
3/29/2013
(2) Normal
Linda Hatch
Onboarding
9
Performance review request
Unassigned
(2) Normal
Darrell Trimble
Request
Human Resources
Department Goals
Service Satisfaction Level - 5
Processed Reports - 50
https://spmarketplace.sharepoint.com/sites/Home/Intra/HR

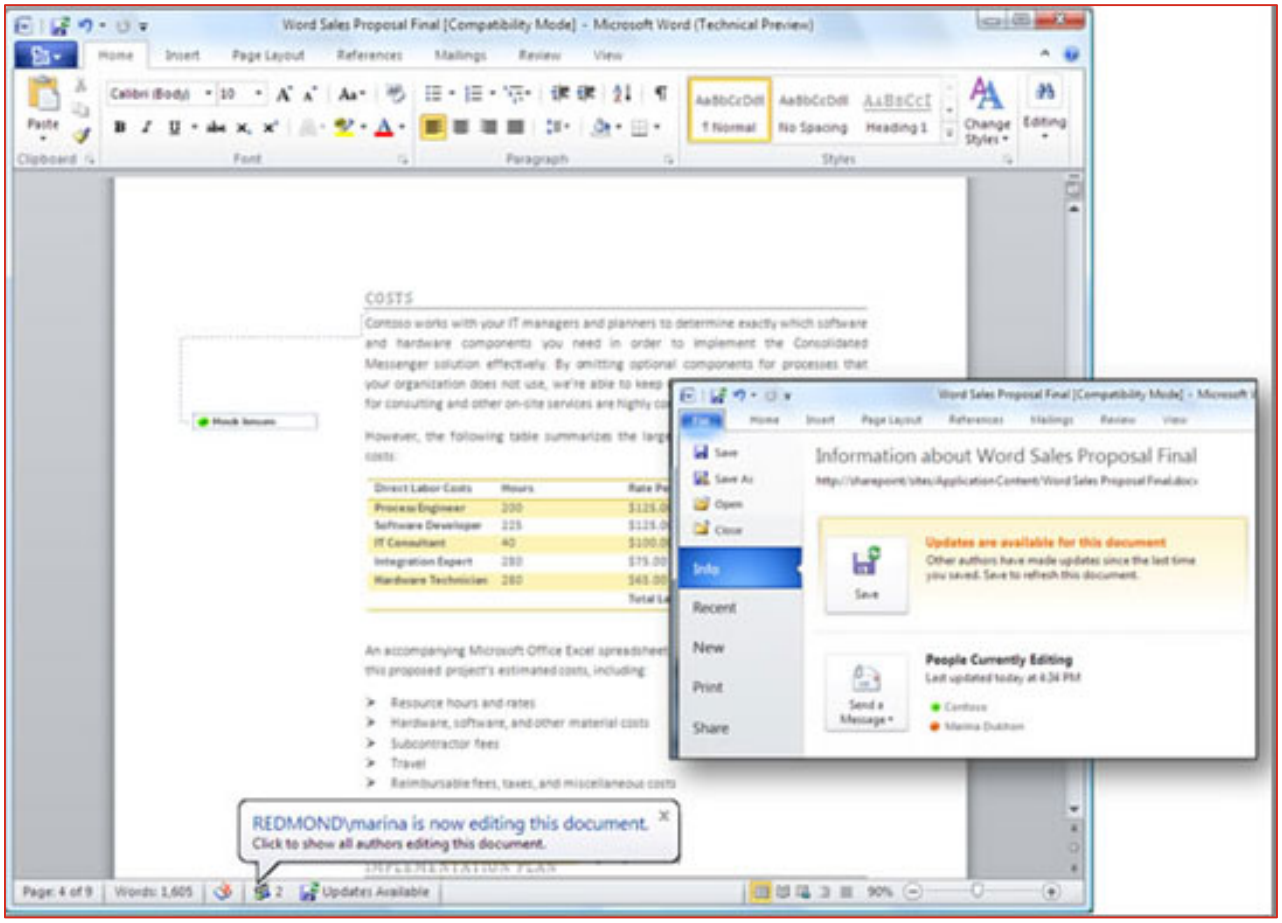
Intranet - forms



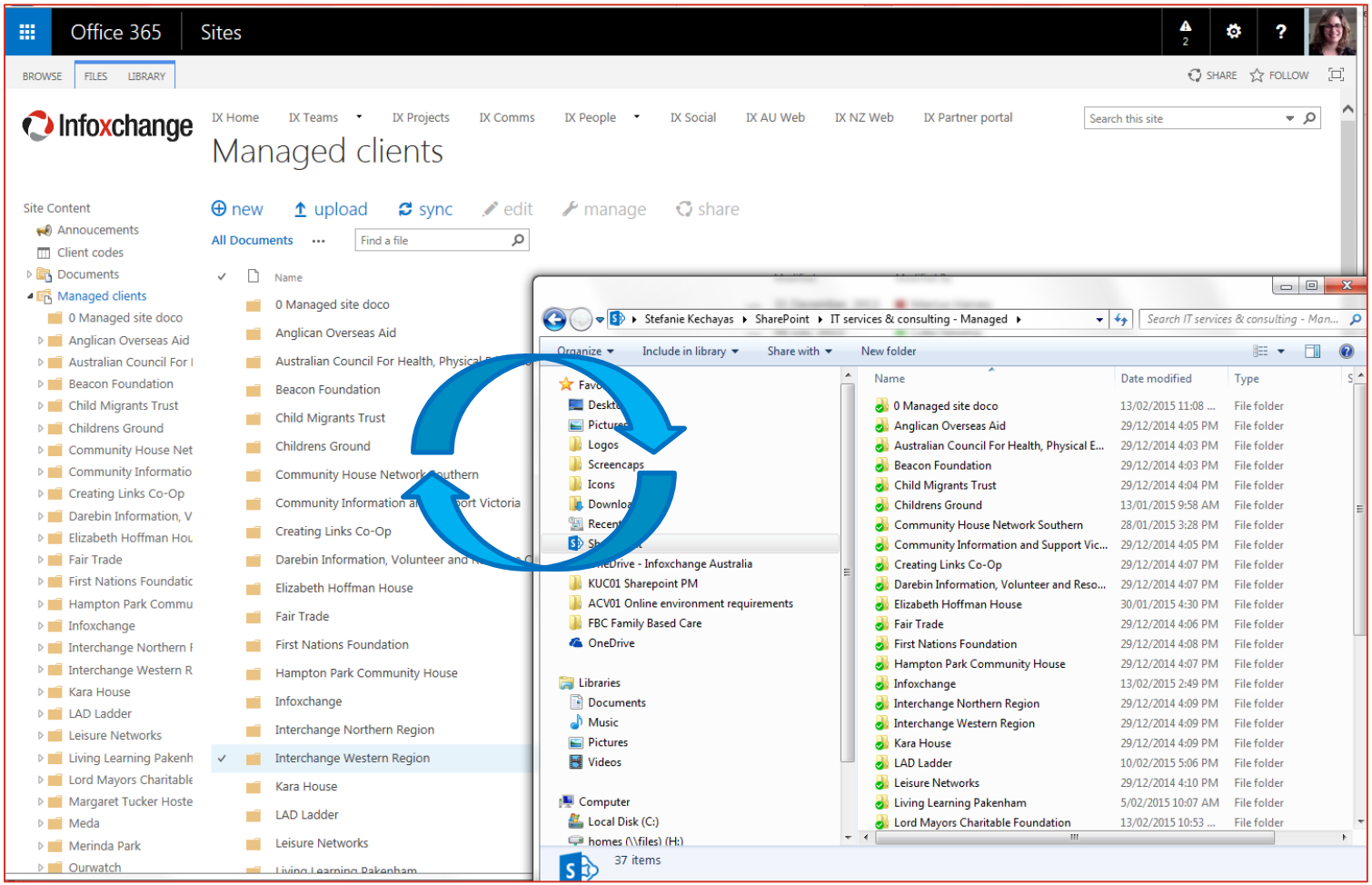
Document management – version control



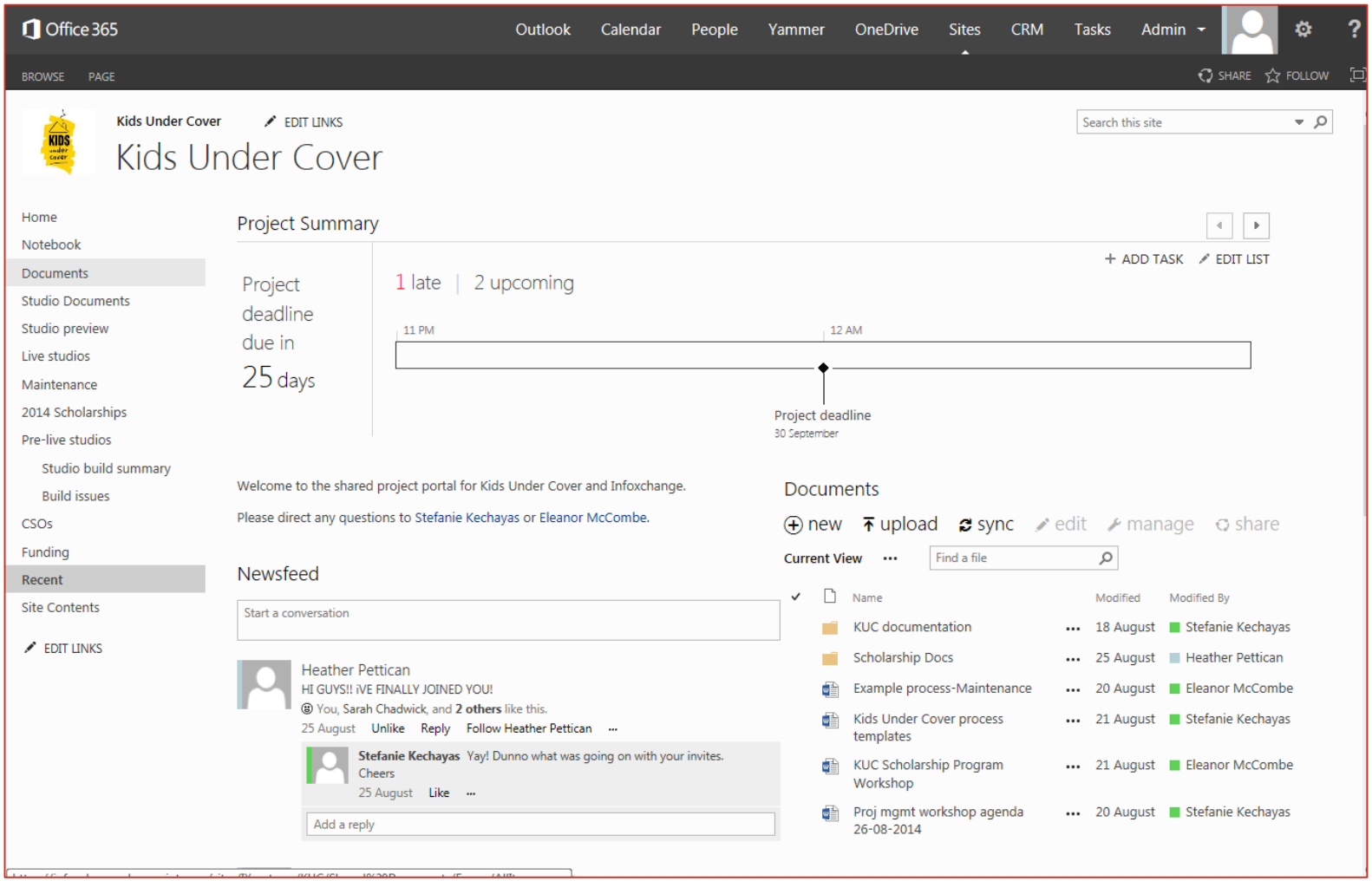
Document management – Co-authoring



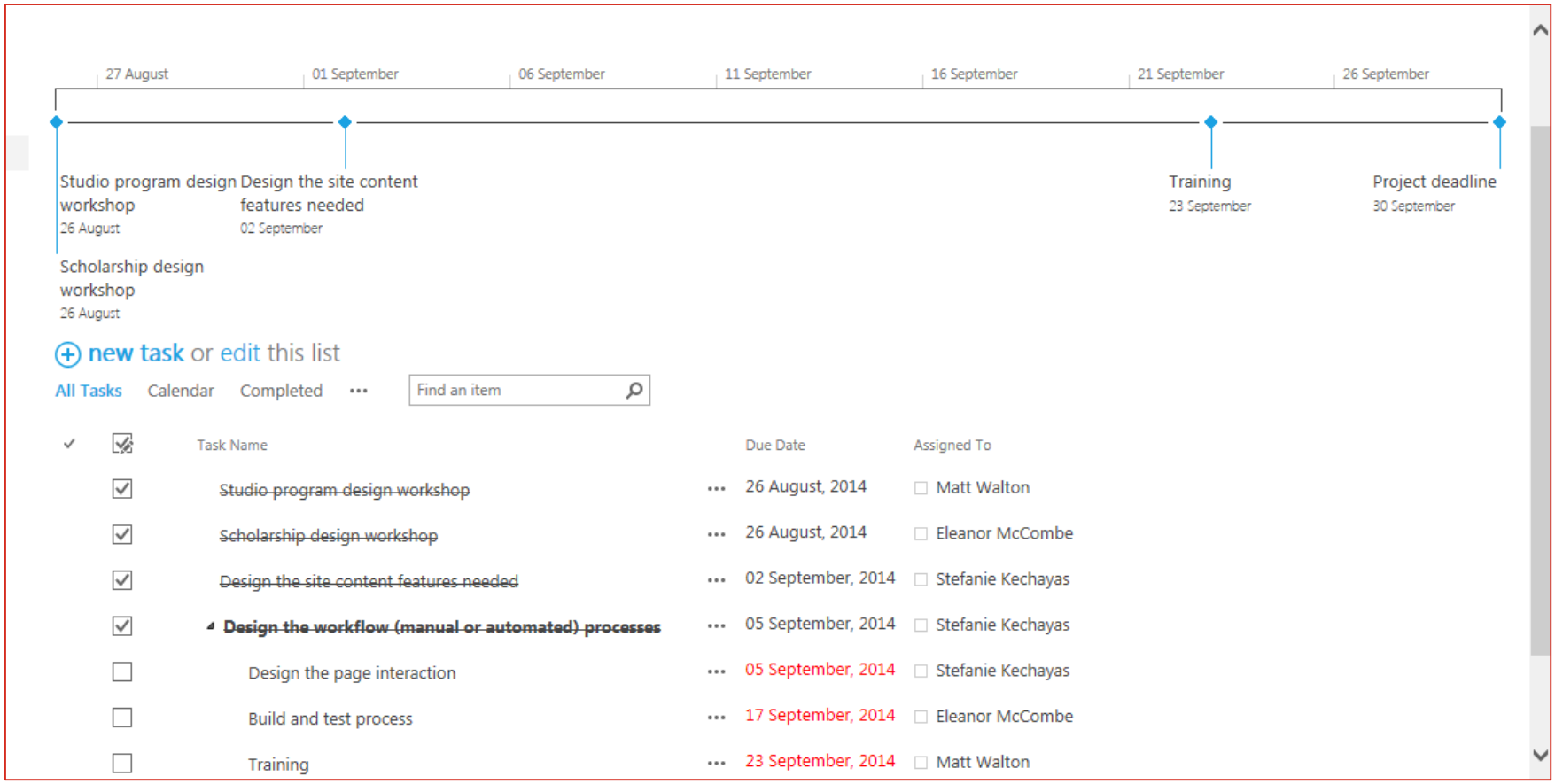
Document management – Offline syncing (use with caution)



Team collaboration



Team collaboration



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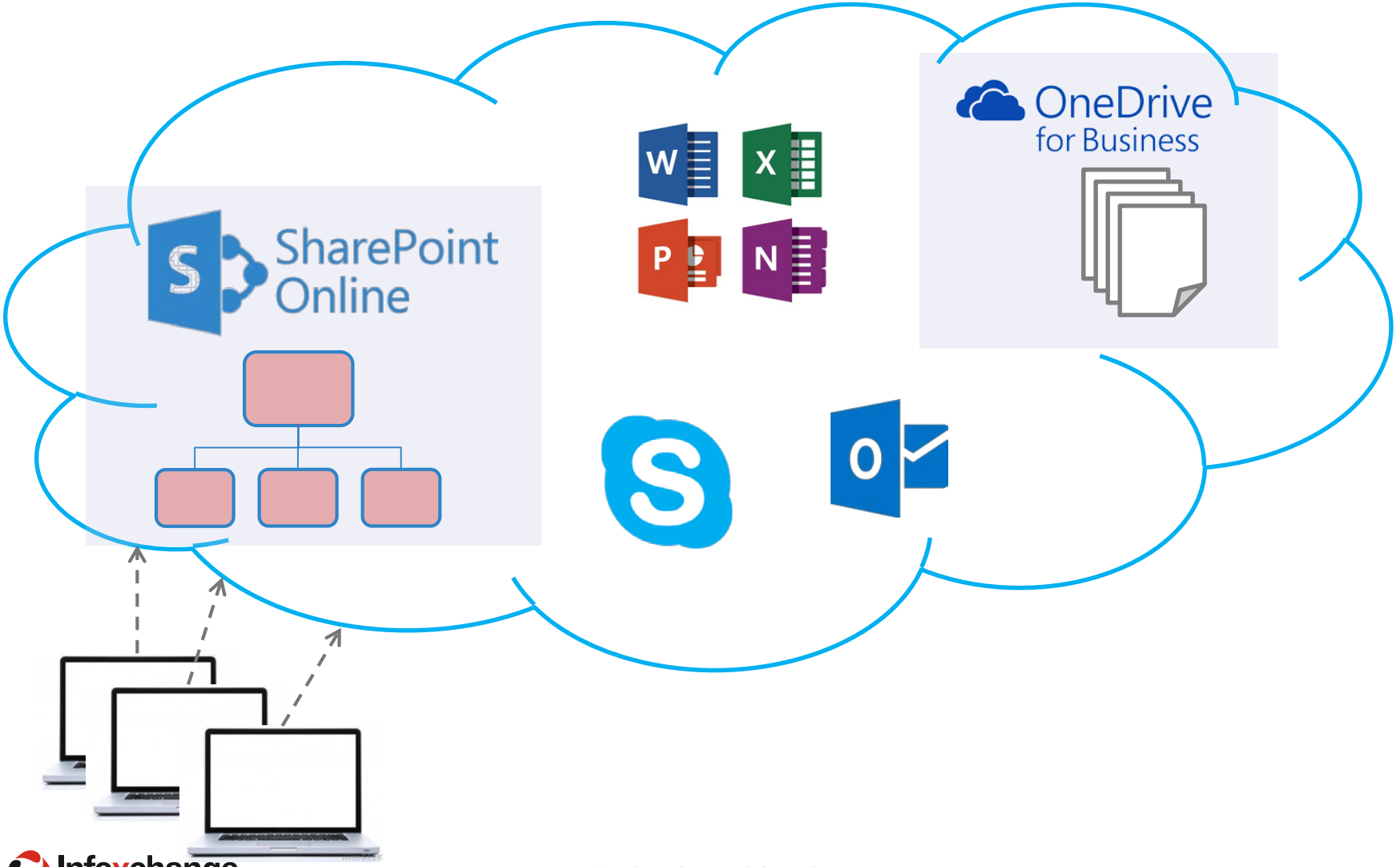
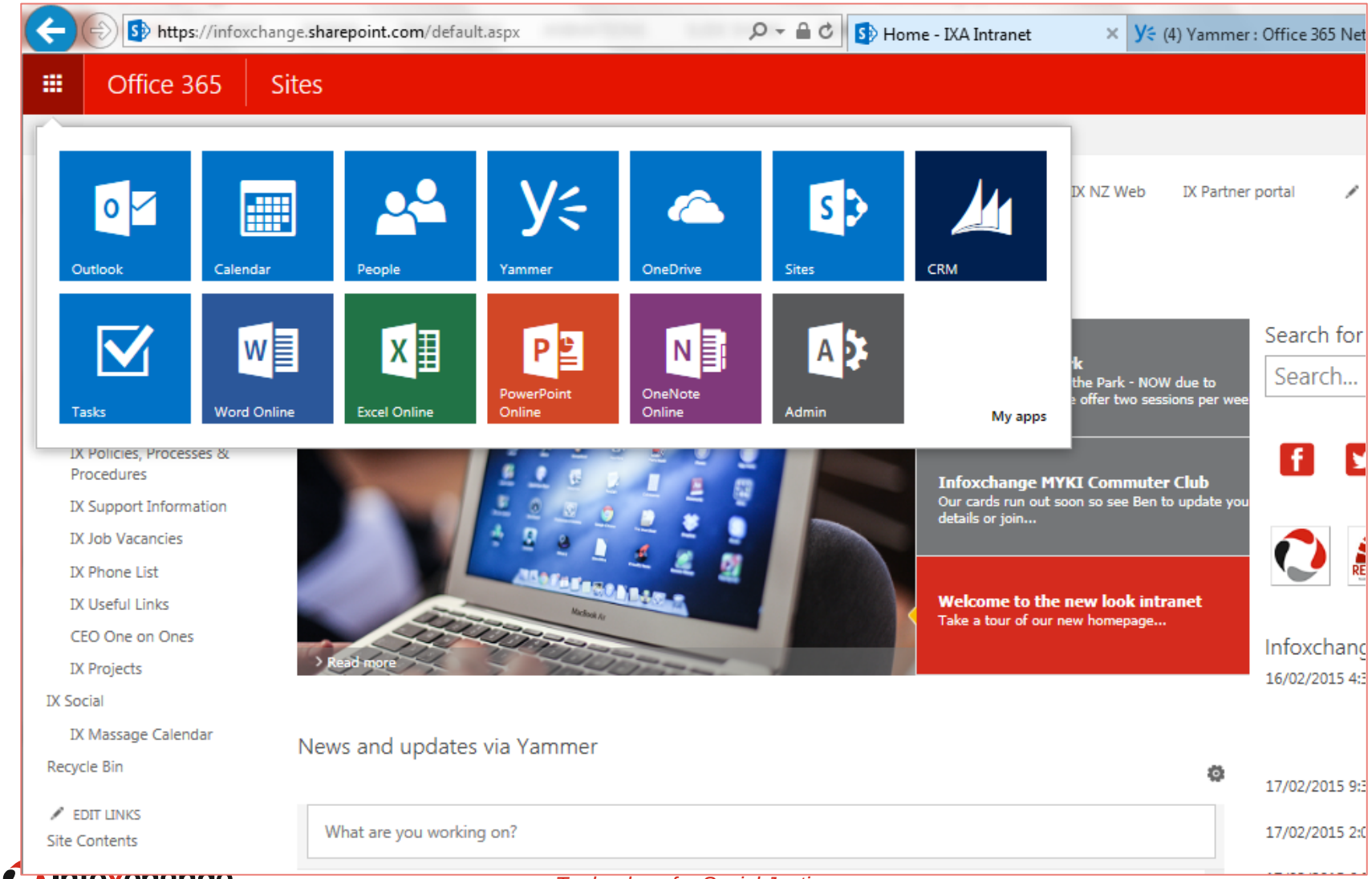
Alternatives and other tools

Office 365



The full suite



SharePoint Online

- 10GB + .5gb per license (free), expandable ($)
- Store files, calendars, contacts, and more
- Data is centrally managed, intended for shared files

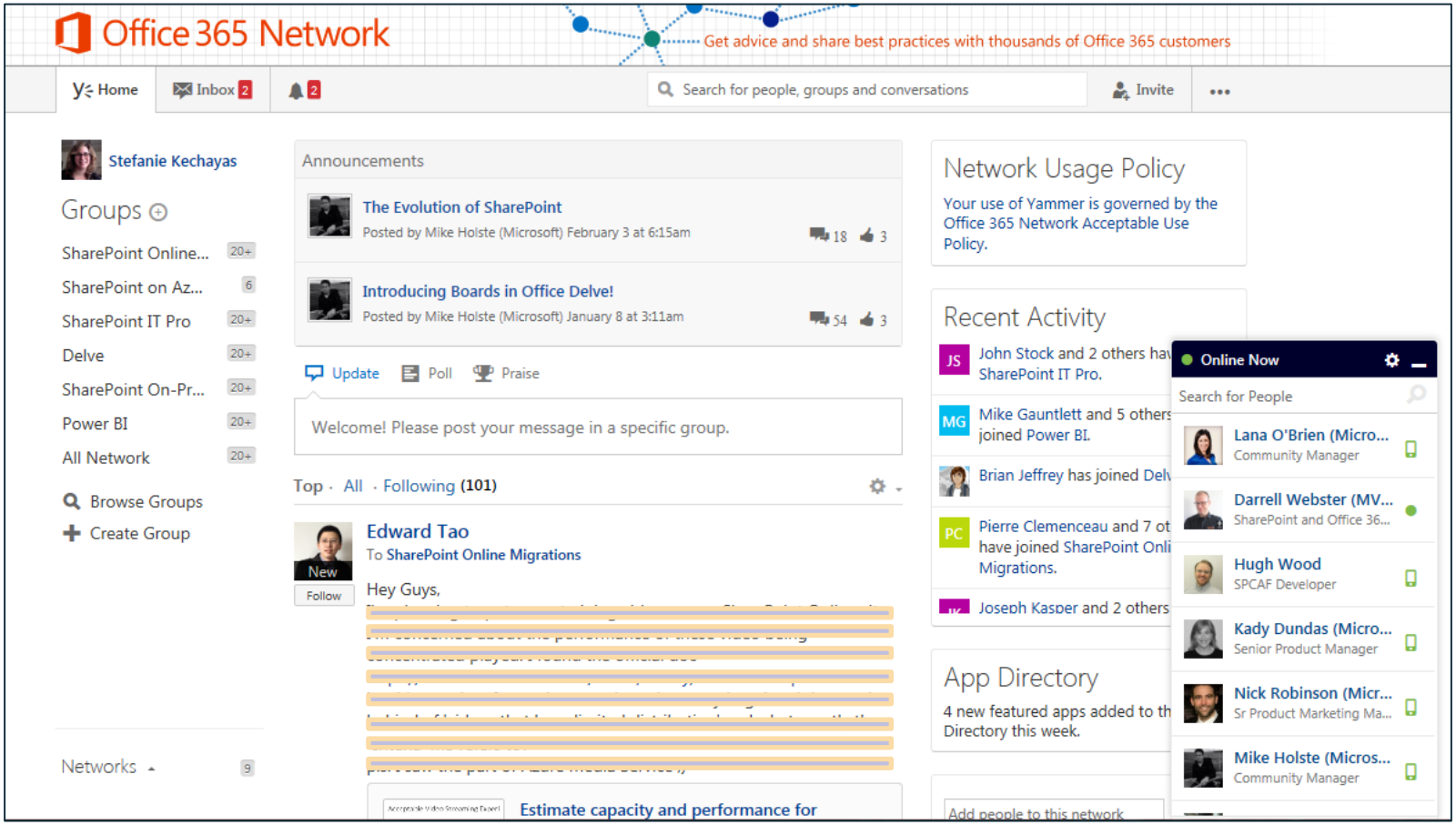
OneDrive for Business

- 1 TB Per User (free)
- Not Expandable
- Every file is “owned” by a user, not intended for shared files

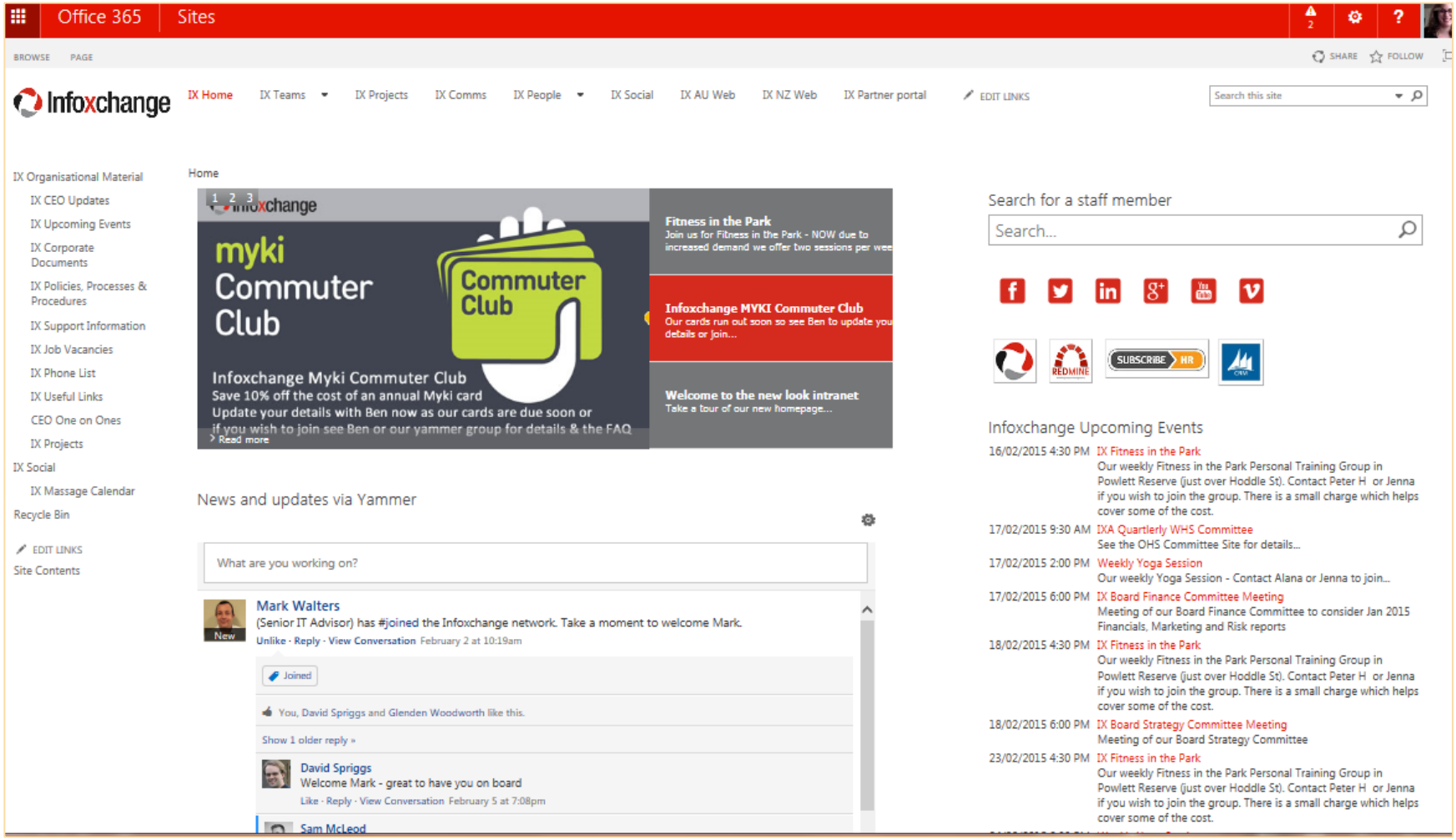
Files can be taken Offline with OneDrive Desktop Client

Yammer

The enterprise social network



Yammer


Office 365
Sites
Infoxchange
IX Home
IX Teams
IX Projects
IX Comms
IX People
IX Social
IX AU Web
IX NZ Web
IX Partner portal
EDIT LINKS
Search this site
IX Organisational Material
IX CEO Updates
IX Upcoming Events
IX Corporate Documents
IX Policies, Processes & Procedures
IX Support Information
IX Job Vacancies
IX Phone List
IX Useful Links
CEO One on Ones
IX Projects
IX Social
IX Massage Calendar
Recycle Bin
EDIT LINKS
Site Contents
Home
myki Commuter Club
Infoxchange Myki Commuter Club
Save 10% off the cost of an annual Myki card
Update your details with Ben now as our cards are due soon or
if you wish to join see Ben or our yammer group for details & the FAQ
Read more
Fitness in the Park
Infoxchange MYKI Commuter Club
Welcome to the new look intranet
Take a tour of our new homepage...
News and updates via Yammer
What are you working on?
Mark Walters
(Senior IT Advisor) has #joined the Infoxchange network. Take a moment to welcome Mark.
Unlike · Reply · View Conversation February 2 at 10:19am
Joined
You, David Spriggs and Glenden Woodworth like this.
Show 1 older reply »
David Spriggs
Welcome Mark - great to have you on board
Like · Reply · View Conversation February 5 at 7:08pm
Sam McLeod
Search for a staff member
Search...
SUBSCRIBE
Infoxchange Upcoming Events
16/02/2015 4:30 PM IX Fitness in the Park
Our weekly Fitness in the Park Personal Training Group in Powlett Reserve (just over Hoddle St). Contact Peter H or Jenna if you wish to join the group. There is a small charge which helps cover some of the cost.
17/02/2015 9:30 AM IXA Quartlerly WHS Committee
See the OHS Committee Site for details...
17/02/2015 2:00 PM Weekly Yoga Session
Our weekly Yoga Session - Contact Alana or Jenna to join...
17/02/2015 6:00 PM IX Board Finance Committee Meeting
Meeting of our Board Finance Committee to consider Jan 2015 Financials, Marketing and Risk reports
18/02/2015 4:30 PM IX Fitness in the Park
18/02/2015 6:00 PM IX Board Strategy Committee Meeting
Meeting of our Board Strategy Committee
23/02/2015 4:30 PM IX Fitness in the Park

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Best practice and things to keep in mind

- Strategy
- Implementation
- Design
- Governance

Strategy: Why do you need or want SharePoint?

Is an intranet the **best tool** to solve your problem?

Are you **ready**, culturally, for this new way of working and communicating?

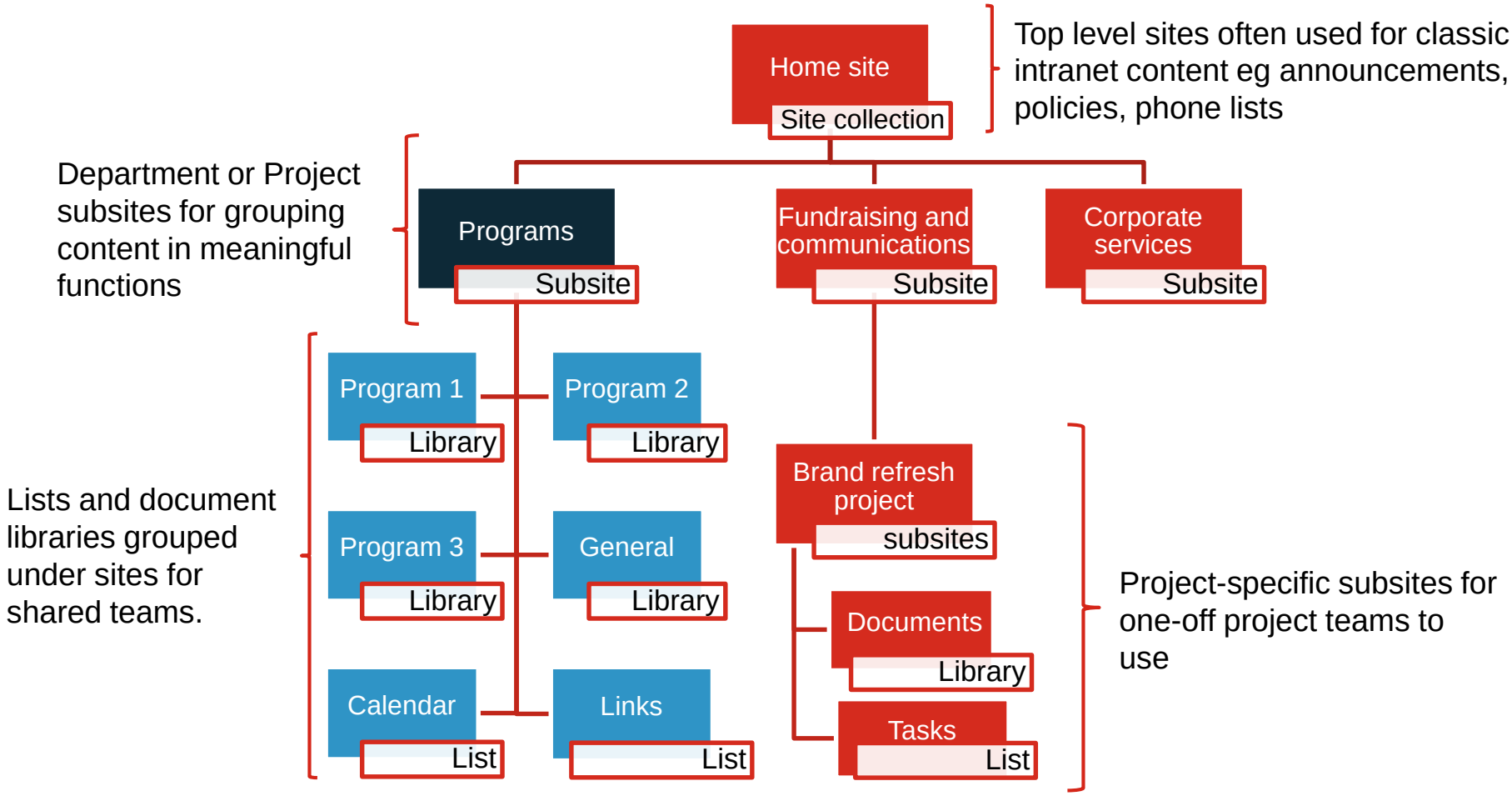
You need to be able to clearly articulate:

What is the purpose of SharePoint for your organisation?

Implementation: How will you do it?

1. Do you have the capability and capacity internally to implement SharePoint?
2. Do you need an external partner to help?
3. Who will manage the intranet or libraries going forward?

Design: What will your information architecture be?



Governance: What permission and access strategy will you use?

1. Only lock down what has to be locked down for good reason (confidentiality, sensitivity).
2. Establish clear lines of responsibility and access for content.
3. Think about the practicalities and administrative overhead of maintaining rigid silos across the business.

Still thinking of implementing SharePoint?

1. Define its purpose
2. Audit your current systems and information architecture
3. Assign people to lead and own the project
4. Consider the cultural implications of a more shared approach to information

Questions and discussion…..

Infoxchange is a **not-for-profit social enterprise** dedicated to

Technology for Social justice

Our objectives:

1. Increase **Digital Inclusion** by assisting all those in our communities to access and efficiently use ICT
2. Raise the level of **Digital Proficiency** and improve the efficiency and effectiveness of the community focused sector through Information and Communication Technology
3. Advocate for and showcase the benefits of **Digital Empowerment** in our communities

Our services for the sector include……

1. **IT plans, assessments & IT strategy development**
2. **Office 365, website & intranet services**
3. **Cloud, infrastructure & desktop services**
4. **Client & case management and service co-ordination solutions**
5. **CRM for non-profits**

Contact: skechayas@infoxchange.org @stefanitza

What about privacy & security?

- Strong security & privacy controls
  http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx
- Strong Privacy controls: ISO 27001, EU model clauses, HIPAA BAA & FISMA accredited
  http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx#complianceStandards
- You own and retain all rights to your data
  http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx#securityAndPrivacy
- By March 2015 all Australian customers will be hosted in the Australian Microsoft data centres in Sydney and Melbourne
- Many organisations (including Qld government) have chosen to use Office 365
- Its suitability depends on what information you intend to store and your funding agreements

Office 365 Resources – for more information

Office 365 for nonprofits: www.microsoft.com/office365nonprofits

E1 vs. E3 plan: http://office.microsoft.com/en-au/business/compare-office-365-for-business-plans-FX102918419.aspx
(Click on the 'Enterprise' tab)

Australian Privacy Principles
http://www.oaic.gov.au/privacy/privacy-resources/privacy-guides/app-quick-reference-tool

» New Zealand Privacy Guidance on Cloud Computing
http://privacy.org.nz/assets/Files/Brochures-and-pamphlets-and-pubs/OPC-Cloud-Computing-guidance-February-2013.pdf **& Microsoft's answers:**
http://blogs.msdn.com/cfs-filesystemfile.ashx/__key/communityserver-components-postattachments/00-10-41-34-76/Standard-Response-to-OPC-Cloud-Computing-Checklist-for-Office-365-_2D00_-24-April-2013.pdf

The Microsoft Trust Centre – Privacy, Security & actual availability information
http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx

ImproveIT ImproveIT.org
Resources to help your organisation get the most from your technology investment

Additional Office 365 Support available

Office 365 readiness assessments
offered in partnership with Connecting Up & TechSoup NZ:

- AU - http://www.connectingup.org/office365
- NZ - https://www.techsoup.net.nz/office365

Office 365 DIY workshops

Additional ConnectingUp webinars including a practical demonstration.

Implementation services and migration advice

SharePoint configuration and development

Contact skechayas@Infoxchange.org or (03) 9418 7471 or @stefanitza