Enhancing community sector service delivery

SharePoint
Connect and empower your organisation

Stefanie Kechayas – Senior Consultant
17 February 2016
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

SharePoint Online

OneDrive for Business

Infoxchange

Technology for Social Justice
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

Welcome to the Company Intranet!

News & Announcements

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...


Company Events

February 2013

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>17:00 - 21:00</td>
<td>Team Night</td>
<td></td>
<td></td>
<td>CRM Training</td>
<td></td>
<td></td>
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</tbody>
</table>

Staff Directory

Department: Finance (3)

- Eloise Gibbons 715-569-4841 e.gibbons@etu.com
- Scott Harris 757-872-7424 s.harris@etu.com
- Sebastian Lambert 212-708-6143 s.lambert@etu.com
Welcome to our Intranet

Announcements

- Lunch today at the kitchen
  2/9/2014 6:00 PM
  Created By: Stefanie Kachayas

- Check wifi password is correct
  2/9/2014 6:00 PM
  Created By: Stefanie Kachayas

Upcoming events

There are currently no upcoming events. To add a new event, click "Add new event".

- Add new event
Intranet
Intranet - forms
Document management – version control
Document management – Co-authoring
Document management – Offline syncing (use with caution)
Team collaboration

Welcome to the shared project portal for Kids Under Cover and Infoxchange. Please direct any questions to Stefanie Kochayas or Eleanor McCombe.

Newsfeed

Heather Pettican
Hi guys! I've finally joined you!

Stefanie Kochayas
Yay! Dunno what was going on with your invites.

KUC documentation
Modified: 18 August, Modified By: Stefanie Kochayas

KUC Scholarship Program Workshop
Modified: 21 August, Modified By: Stefanie Kochayas

Example process-Maintenance
Modified: 20 August, Modified By: Eleanor McCombe

KUC Scholarship Program templates
Modified: 20 August, Modified By: Stefanie Kochayas

Management workshop agenda
Modified: 26-08-2014, Modified By: Stefanie Kochayas

Project deadline
Due: 30 September

Project Summary

1 late | 2 upcoming

11 PM | 12 AM

Welcome to the shared project portal for Kids Under Cover and Infoxchange. Please direct any questions to Stefanie Kochayas or Eleanor McCombe.
Team collaboration

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Due Date</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio program design workshop</td>
<td>26 August, 2014</td>
<td>Matt Walton</td>
</tr>
<tr>
<td>Scholarship design workshop</td>
<td>26 August, 2014</td>
<td>Eleanor McCombe</td>
</tr>
<tr>
<td>Design the site content features needed</td>
<td>02 September, 2014</td>
<td>Stefanie Kechayas</td>
</tr>
<tr>
<td>Design the workflow (manual or automated)</td>
<td>05 September, 2014</td>
<td>Stefanie Kechayas</td>
</tr>
<tr>
<td>Design the page interaction</td>
<td>17 September, 2014</td>
<td>Eleanor McCombe</td>
</tr>
<tr>
<td>Build and test process</td>
<td>23 September, 2014</td>
<td>Matt Walton</td>
</tr>
</tbody>
</table>
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Alternatives and other tools
Office 365

SharePoint Online

OneDrive for Business

Technology for Social Justice
The full suite
SharePoint vs OneDrive

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

Office 365 Network
Get advice and share best practices with thousands of Office 365 customers

Welcome! Please post your message in a specific group.

Edward Tao
To SharePoint Online Migrations

Hey Guys,

Network Usage Policy
Your use of Yammer is governed by the Office 365 Network Acceptable Use Policy.

Recent Activity

App Directory
4 new featured apps added to the Directory this week.
Yammer

News and updates via Yammer

What are you working on?

Mark Walters

[Image of a webpage from Infoxchange, showing a notification about Fitness in the Park and a welcome message for a new member named Mark.]

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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?

- Top level sites often used for classic intranet content eg announcements, policies, phone lists
- Department or Project subsites for grouping content in meaningful functions
- Lists and document libraries grouped under sites for shared teams.
- Project-specific subsites for one-off project teams to use
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 coordination solutions
5. CRM for non-profits

Contact: skechayas@infoxchange.org  @stefanitza
What about privacy & security?

» Strong security & privacy controls

» Strong Privacy controls: ISO 27001, EU model clauses, HIPAA BAA & FISMA accredited

» You own and retain all rights to your data

» 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](http://www.microsoft.com/office365nonprofits)


(Click on the ‘Enterprise’ tab)

**Australian Privacy Principles**

**New Zealand Privacy Guidance on Cloud Computing**

**The Microsoft Trust Centre** – Privacy, Security & actual availability information

**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