



Sharepoint – an overview

city of london

Prepared by **Keith Harvey**

April 2012



What is Sharepoint

city of london

It's a development platform not an application

Along with CRM, Sharepoint is the City's strategic platform for delivering :-

- Improved customer service
- Improved ways of working



The Building Blocks

city of london

Key features

- Content portals – Intranet, Intranet
- Team sites – case management, document storage
- Business Intelligence



The Benefits

city of london

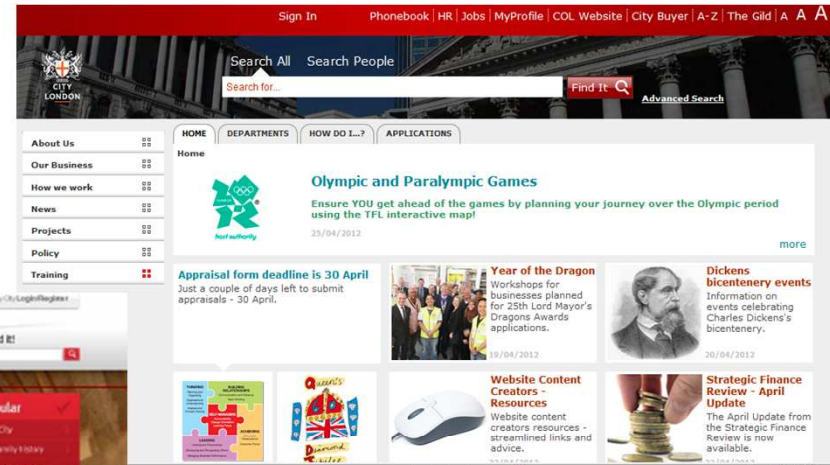
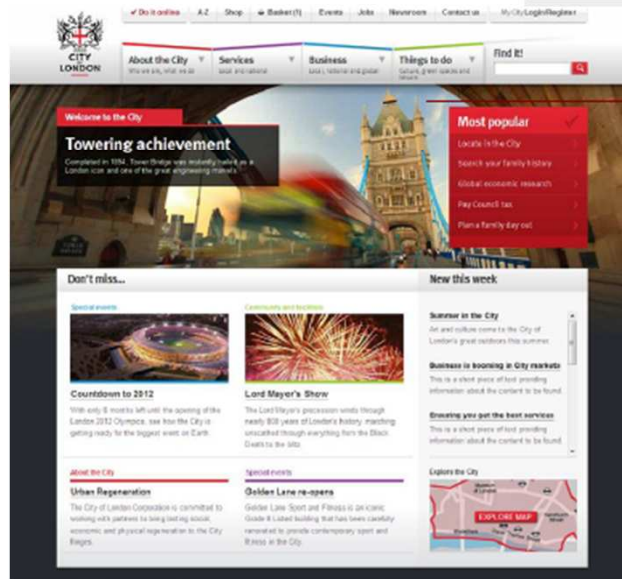
- Improved search
- Collaboration between groups internally with the potential to extend to include external groups
- Uniform framework for managing information
- Personalisation – My Site



Content portals

city of london

- Intranet
- Internet





Team sites

city of london

- Structured case management

The screenshot displays a SharePoint interface for 'My Building Control Case Files'. The page includes a navigation pane on the left with links to 'All Building Control Case Files', 'My Surveyor Building Control Case Files', 'My Support Surveyor Case Files', 'Recycle Bin', and 'All Site Content'. The main content area is divided into three sections: 'My Support Surveyor Case Files', 'Admin to Issue', and 'Draft Approval'. Each section contains a table of case files with columns for Type, Name, Title, Application Type, Site Address, Description, Job Surveyor, Is it Section 20, Target Date, and Expiry Date.

Type	Name	Title	Application Type	Site Address	Description	Job Surveyor	Is it Section 20	Target Date	Expiry Date
	AI11-0528-S20	AI11-0528-S20	B - Building Notice	Tower 42 International Financial Centre 25 Old Broad Street London EC2N 1HQ	Office Refurbishment, Floor 10B	Clegg, Tony	Yes	07/02/2012	20/02/2012
	P0019-123	P0019-123	P - Full Plans	101 London Road City of London SL12 1ER		Clegg, Tony	No	29/02/2012	30/03/2012

Type	Name	Title	Application Type	Site Address	Description	Job Surveyor	Is it Section 20	Target Date	Expiry Date
	AI11-0556-S20	AI11-0556-S20	B - Building Notice	139 - 140 Cheapside London EC2V 6BJ	Shop fit out	Kearns, Brian	Yes	16/02/2012	23/02/2012

Type	Name	Title	Application Type	Site Address	Description	Job Surveyor	Is it Section 20	Target Date	Expiry Date
	P0019-123	P0019-123	P - Full Plans	101 London Road City of London		Clegg, Tony	No	29/02/2012	30/03/2012



Team sites

city of london

- Function or project based work

Site Actions | Browse | Page | Harvey, Keith

ISDTraining | Home

ISDTraining | Search this site...

Surveys
Training Appraisal Form

Libraries
Site Pages
Shared Documents
Exercises Library

Lists
Calendar
Tasks
Links
Announcements

Discussions
Team Discussion

Desktop Training Resources Site

Welcome to the Desktop Training Services site. This site gives you access, via SharePoint, to all sorts of materials and information to help you make the most of Windows 7 & Office 2010.

Shared Documents

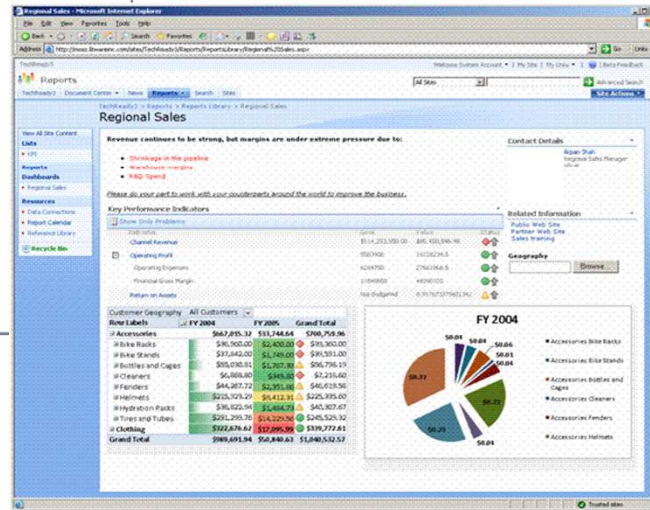
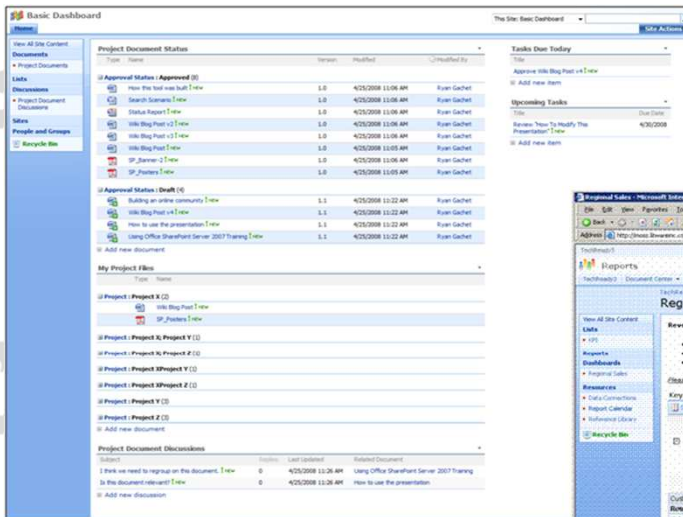
Type	Name	Modified	Modified By
Folder	Old Documents	09/03/2012 14:45	Twine, Sally
Folder	Test Documents	08/03/2012 16:25	Twine, Sally
Document	Access 2010 Upgrade	19/03/2012 12:35	Twine, Sally
Document	Access	19/03/2012 12:35	Twine, Sally
Document	AccessTS101850326	19/03/2012 12:36	Twine, Sally

Desktop Services Training Team



Business Intelligence

Dashboards



city of london



Tasks or figures or both – it's up to you ...



Improved search and retrieval

city of london

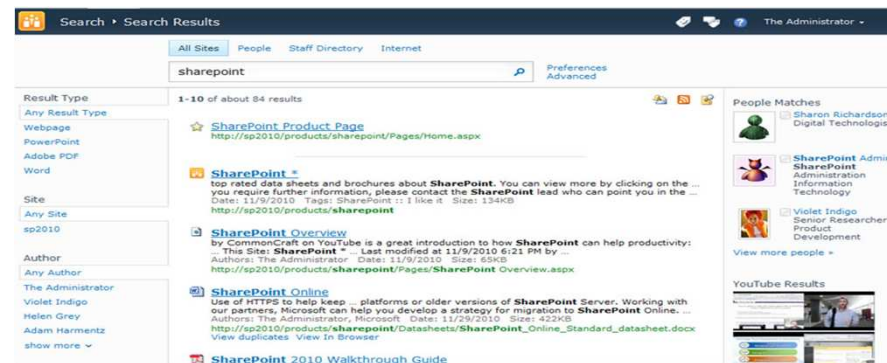
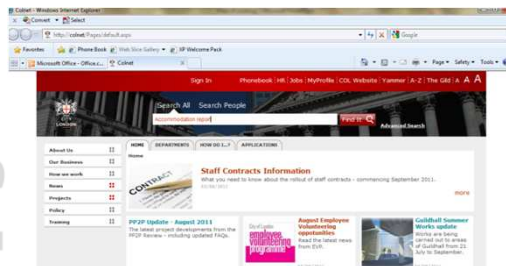


Federated search

Scoping the results

- Intranet
- My profile
- You tube

Etc. etc ...





What are the next steps

Decide what to do with existing information

city of london

Information management

What information have we got ?

Top 10 file types total 14,214,132.38 Mb equating to 32,338,244 files.
Who owns it ? What does it relate to ? Many of these files will be obsolete - 25% were created more than a year ago

What do we want to do with it ?

What is the City's ambition for Information management and what principles are to be established. How are we going to get there in bite size chunks ?

How should we organise it ?

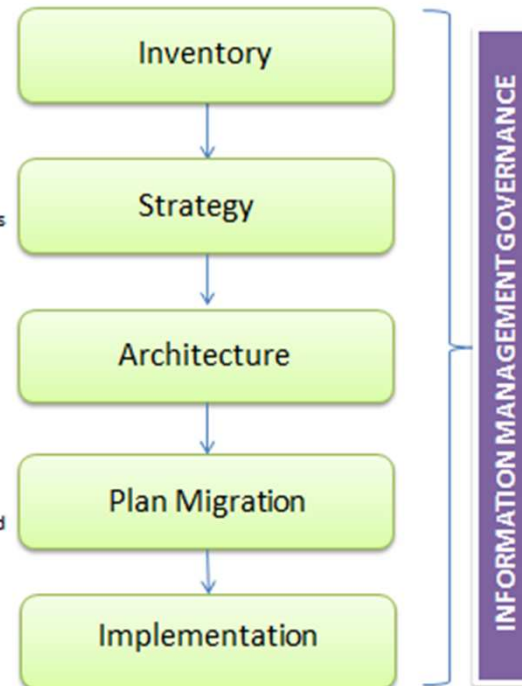
Folder structures have been personal but need to be functionally based to aid flexibility, sharing and collaboration. Metadata must be consistent.

What are we going to move ?

Systems rationalisation, simplification of information store to aid search and findability

Do it

Restructure filestore, migrate to Sharepoint where appropriate.
Training





What are the next steps

What might it look like

city of london

MY SITE

Sign In Phonebook | HR | Jobs | MyProfile | COL Website | City Buyer | A-Z | The Gild | A A A

Search All Search People

Search for... Find It [Advanced Search](#)

HOME DEPARTMENTS HOW DO I...? APPLICATIONS

Home

Olympic and Paralympic Games
Ensure YOU get ahead of the games by planning your journey over the Olympic period using the TFL interactive map!
25/04/2012 [more](#)

Appraisal form deadline is 30 April
Just a couple of days left to submit appraisals - 30 April.

Year of the Dragon
Workshops for businesses planned for 25th Lord Mayor's Dragons Awards applications.
19/04/2012

Dickens bicentenary events
Information on events celebrating Charles Dickens's bicentenary.
20/04/2012

Service updates at 14:35

Now	Later	This weekend
Bakerloo	Good service	Surveyor Building
Central	Good service	Herol Case Files
Circle	Good service	Support Surveyor
District	Good service	H Files
DLR	Good service	Recycle Bin
H'smith & City	Good service	All Site Content
Jubilee	Good service	
Metropolitan	Good service	
Northern	Good service	
Overground	Good service	
Piccadilly	Good service	
Victoria	Good service	
Waterloo & City	Good service	

My Support Surveyor Case Files

Type	Name	Title	Application Type	Site Address	Description	Job Surveyor	Is it Section 20	Target Date	Expiry Date
	A111-0028-626	A111-0028-6 - Building Notice	B - Building Notice	Tower 42 International Financial Centre 28 Old Broad Street London EC2N 3HQ	Office refurbishment, Floor 108		Yes	17/02/2012	20/02/2012
	P0019-625	P0019-625 P - Full Plans	P - Full Plans	125 London Road City of London EC3A 3DP			No	29/02/2012	20/03/2012

Admin to Issue

Type	Name	Title	Application Type	Site Address	Description	Job Surveyor	Is it Section 20	Target Date	Expiry Date
	A111-0058-626	A111-0058-626 B - Building Notice	B - Building Notice	126 - 140 Chesapeake Way to out London EC2V 6ED	Shop fit out		Yes	16/02/2012	23/02/2012

Draft Approval

Type	Name	Title	Application Type	Site Address	Description	Job Surveyor	Is it Section 20	Target Date	Expiry Date
	A111-0058-626	A111-0058-626 B - Building Notice	B - Building Notice	126 - 140 Chesapeake Way to out London EC2V 6ED	Shop fit out		Yes	16/02/2012	23/02/2012

BBC WEATHER