



What is Sharepoint

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

Key features

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

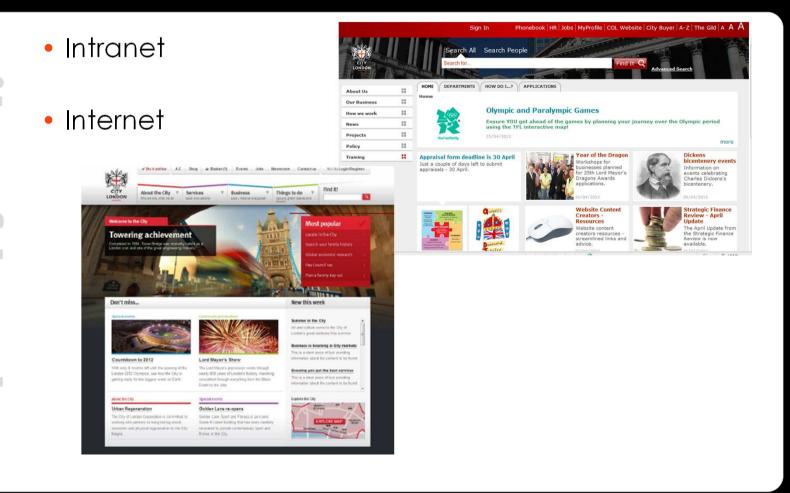


The Benefits

- 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





no

Team sites

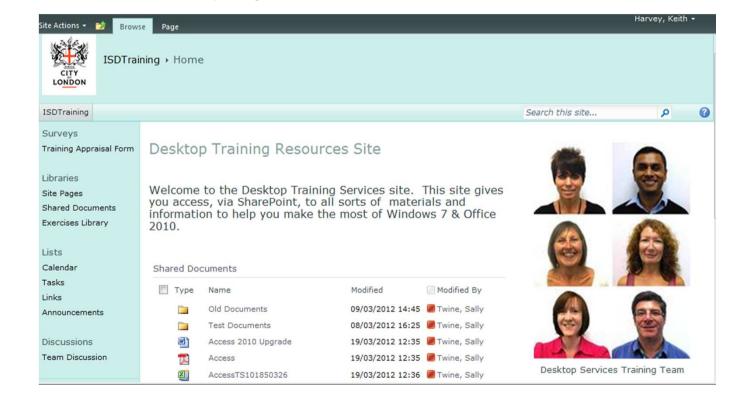
• Structured case management

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Team sites

• Function or project based work





Program

Business Intelligence

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> Other Data

Public

Data Warehouse

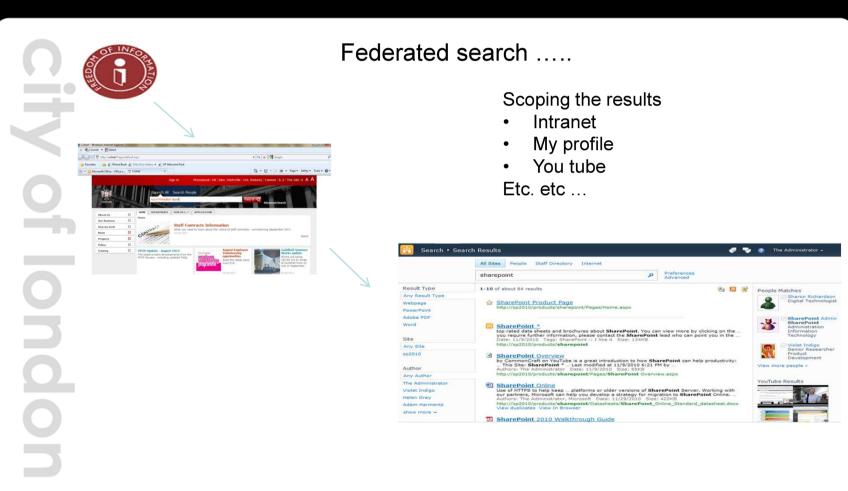
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Tasks or figures or both – it's up to you ..

O fruited star



Improved search and retrieval





What are the next steps Decide what to do with existing information

Information management

What information have we got ? Inventory 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? Strategy 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? Architecture 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 ? **Plan Migration** Systems rationalisation, simplification of information store to aid search and findability Do it Implementation Restructure filestore, migrate to Sharepoint where appropriate.

INFORMATION MANAGEMENT GOVERNANCE

Restruct Training



What are the next steps What might it look like

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