



KDE SharePoint Optimization

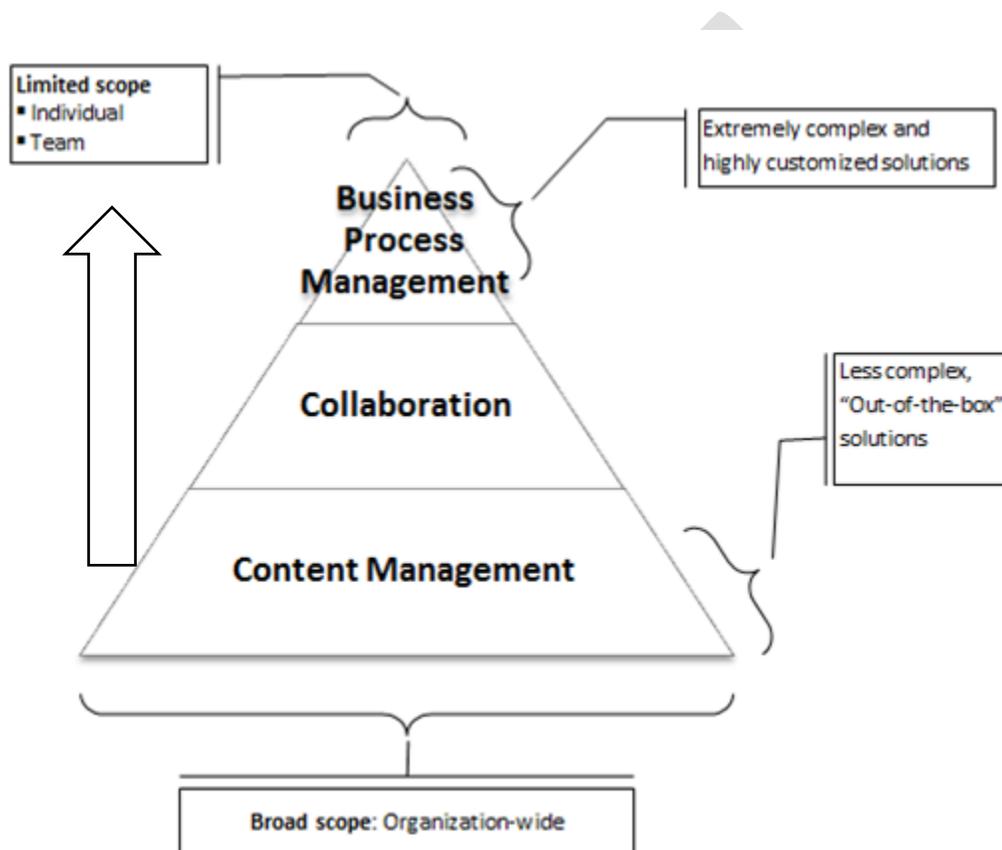
Program Overview

July 2, 2012

SharePoint has the ability to transform the way that employees store, find, and use information.

The goal of the initiative is to foster the adoption of SharePoint as a productivity tool for the organization.

This graphic illustrates a simplified best practice approach to achieve this goal. This approach has been tailored for KDE.



1. Establish an organizational knowledge, appreciation, and maturity of principles and concepts of new **content management**. (9-12 months)
2. Use the foundation of content management to naturally progress to incorporate **collaboration** features. (6-9 months)
3. Build upon the on the combined knowledge of content management and collaboration to use the tools in a way to **solve business problems and enhance processes**. (6 months & ongoing continuous improvement)

The following matrix describes SharePoint's features, its benefits, and its implications for the organization.

<u>Feature Area</u>	<u>Description</u>	<u>Benefits for the organization</u>	<u>Examples</u>	<u>Important notes</u>
1. Enterprise Content Management (ECM)	This includes Document Management and (Internal)Web Content Management.	Enables employees to more efficiently find and use the information they need to do their daily work.	<ul style="list-style-type: none"> • Basic web content management is like the KDE Intranet Home Page. 	This is an entirely different way of classifying and storing documents based on their attributes, rather than using a web of incomprehensible folders and naming conventions to classify them. New content management in SharePoint is the most radical change in the way businesses use information since email came along.
2. Collaboration		Enables employees to more easily connect and work together on content in a common portal.	<ul style="list-style-type: none"> • Co-authoring • Document workspaces • Meeting workspaces • Discussion boards • Group calendars • My Sites to find the right people with the right expertise. 	Collaboration features are Microsoft's key marketing point for SharePoint. But it takes lots of governance, strategic planning, and training/conditioning to apply these features in a logical, consistent way. To make best use of collaboration features we must first instill and mature with the concepts of new content management.
3. Business Process Solutions	Using combinations of various features of SharePoint to solve a business problem or enhance a process	Empowers business users to quickly create simple "solutions" for their unique processes. Provides a common platform for IT to build more complex solutions to address larger business problems and processes.	<ul style="list-style-type: none"> • CoPilot for PMs • KDE Financial Application (DPR Tracking Tool) • Engineering and Management Bi-Monthly Reports "Reporting 2.0" 	This is the most glamorous part of SharePoint. Everyone wants to get to this level...to be able to turn to SharePoint as the place to solve all your problems. SharePoint is only a tool. Only with proper application of its features and appreciation of its methodologies can we successfully turn it into a real "solution".