AT&T Strategic Deployment Planning Workshop for SharePoint

A Proven Path to Successful Implementation and Full Value

A great aspect of Microsoft® Office SharePoint Server 2007 is that you can get started quickly – easily installing selected modules within functional areas. But ironically, this ability to implement SharePoint piecemeal through grassroots efforts also ups the chances that you won’t derive full benefit from your software investment.

All too often, companies never get beyond the most common “starter” use of SharePoint (document management) and install it only on a small scale – so it’s little more than an electronic file cabinet.

How can you avoid such a limited implementation? Or if you’re already there, how can you move beyond it to enjoy SharePoint’s full power?

AT&T’s Strategic Deployment Planning Workshop for SharePoint helps you lay the groundwork for installing, upgrading or expanding SharePoint in the way that makes the most sense, given your business goals and organizational structure. With our help in the planning stages, you can take advantage of SharePoint’s capabilities for creating portals, managing content, collaborating, managing projects, creating business forms, searching for information and supporting business intelligence.

A Disciplined Planning Process Built on Consensus
Mapping SharePoint’s many modules to your corporate challenges is a complex task. It requires great strategic foresight, technical guidance, high-level planning and consensus building. In short, it requires a cross-functional team to collaborate and reach agreement over broad goals and minute details.

We’ve created an eight-step, customized process to help companies plan efficiently for SharePoint installations, upgrades and expansions and proceed to successful implementation. Essentially, we’ve taken the deployment framework recommended by Microsoft and added what we’ve learned through 10-plus years of experience implementing and supporting Microsoft technologies.

Our expert consultants will guide you through a series of working sessions to produce:

- Consensus on what modules to roll out, in what sequence
- Architecture specifications
- A strategy for creating the initial site structure and content
- A detailed rollout agenda and timeline
- Rules for governance and compliance for content and documents within the system
- A plan for training end-users
- Documentation of all decisions and steps

Logical Steps, Customized for You
Although we follow a logical sequence of steps, we customize how we guide you through them depending on the complexity of your organization and the extent of your deployment. The time frame may range from one week to a series of workshops over a few weeks.

FEATURES
- Builds on a proven planning framework
- Involves all key stakeholders at appropriate decision points
- Follows sound principles of collaboration and change management
- Specifies the architecture required
- Creates a rollout plan, considering contingencies
- Includes an end-user training plan
- Establishes ongoing standards and controls for content management
- Delivers a ready-to-go plan with full documentation

BENEFITS
- Maximize return on investment in SharePoint software
- Align SharePoint implementation with business goals
- Gain buy-in from all stakeholders
- Improve end-user adoption, satisfaction and productivity
- Minimize ongoing support headaches
- Avoid information overload and confusion on adoption
- Support flexible collaboration without compromising security, policy adherence or regulatory compliance
Step 1: Strategy Session
At this kick-off meeting, we roll up our sleeves with your key team members – executives, technical staff and business owners who represent the end-users of SharePoint – to:

- Determine key objectives and high-level requirements for the deployment
- Identify success factors and metrics
- Refine the agenda and timeline, specifying stakeholders to participate

Step 2: Information Architecture Planning
Next we determine how to use SharePoint’s built-in features to minimize customizations, thereby making your solution easier to maintain over time. We will work with your IT staff to:

- Define strategies for application integration, security, navigation, search optimization and branding
- Map your key objectives to the software’s standard application templates
- Identify feature/function and custom software development requirements

Step 3: Physical Architecture Specification
Based on the vision for the solution that emerged in the prior sessions, we will meet with your technical team to determine the physical architecture needed to make SharePoint perform optimally. Together we will:

- Review and revise or draft your physical architecture specifications
- Identify predictable scale points based on expected user adoption
- Develop high-level estimates for budget planning

Because we routinely host and manage SharePoint platforms, we know and can share what configurations have worked best for other companies in similar circumstances.

Step 4: Migration Scheduling
In conjunction with your key business owners, we’ll help you plan how SharePoint will be populated. We will:

- Determine the information that can be automatically migrated to SharePoint
- Prepare a plan for creating content that can’t be transferred

By thinking through the acquisition of content at this stage, you can help ensure that your organization perceives value in the application from the outset.

Step 5: Launch Planning
To avoid the frustration of information overload and to support challenges when your system goes live, we’ll help you decide how quickly to roll out which applications (and when to retire previous solutions). We’ll guide your planners through a series of decision points to:

- Identify pilot users
- Plan the rollout by user group and software feature
- Develop contingency plans

Input from all stakeholders is vital so the rollout is manageable and is prioritized according to your most pressing business needs.

Step 6: Ongoing Governance and Management Planning
Before you let your users “run wild” with the array of self-service features in SharePoint, we’ll help you establish appropriate procedures and controls for continued effectiveness. At this workshop session, you will, with our help:

- Identify a Change Control Board
- Establish guidelines, standards and policies for managing content and documents within SharePoint

Through this work, you can avoid the common pitfall of creating content management applications without proper consistency, structure and approval processes.

Step 7: User Training Planning
Training is one of the most effective ways to ensure high rates of adoption within your organization and to minimize support headaches. Through this session you will:

- Determine the appropriate method for delivering training (such as classroom style, web-based, etc.)
- Develop a schedule for delivering training

Step 8: Documentation Delivery and Follow-Ups
In the final workshop phase, we’ll:

- Deliver all the documentation, schedules and materials created during the project
- Estimate how much it will cost for AT&T to carry out additional identified tasks, including developing custom features and web parts

Now, your project team can proceed to implement SharePoint immediately and successfully, calling on our experts as needed.

Seasoned Experts Understand the Technology and Your Business Issues
Orchestrating these sessions, rallying participants and planning workable outcomes requires leadership skills and technical expertise. AT&T’s Hosting and Application Services team brings to the challenge:

- More than 10 years of experience customizing, implementing, hosting and managing Microsoft technologies
- Training and experience in facilitating productive meetings
- Credentials as a Microsoft Gold Certified Partner with a particular competency in Custom Development Solutions
- Third-party objectivity and insights from hundreds of other deployments
- The ability to move from planning to the execution stage

Continuous Lifecycle Support
AT&T’s professional services staff can turn the plans created in the Strategic Deployment Planning Workshop into reality, hitting the ground running to deliver a solution that does what you need.

And AT&T can host the application for you, managing it throughout its lifecycle for top performance. This lets you rely on one trusted source that already understands your goals for the system, your organization and the intricacies of your particular solution.

For more information call 800.809.3003 or contact your AT&T Representative. Visit us at www.att.com/business.