Cass County - Large amount of historical documents from multiple departments located in different locations. Currently have problems finding this information and data in a timely manner and from a mobile location. Would like to be able to search and find these documents from anywhere.

Currently they have not brought this information into SP, but they are looking at this option in the future so that users can search and find the content anytime and anywhere. Discussion regarding content types and term sets searching.

Where is Cass County currently at with bringing content over to SP? Haven't started to bring content over yet, which places high importance on content planning and taxonomy planning before they do start.

Discussion regarding folder structure versus using content types/metadata in place of folders and a specific folder structure. Retention policies.

Proposed Solution

Identification of key internal personnel to review document types and identify key content types and metadata to establish as standards
Assignment of content types and metadata to documents as they are brought into SP

Identification of document types and how they should be tagged and stored

Send link to information to Cass County folks
Peer-to-Peer Group 2

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Business Challenge

Proposed Solution
Peer-to-Peer Group 3
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Business Challenge

Proposed Solution
Policy and Procedure manuals need to be replaced from old content management system

1. need to move the history or versions
2. need a means to notify owners that the procedure needs to be reviewed
3. need to attempt to protect the policy/procedure from being edited by the end user
4. need for automated approval process for final policy/procedure

Proposed Solution use SharePoint

1. use 3rd party solution to move content the current system uses SQL database, can we just tie into SQL Server to get the docs instead of using 3rd party solution
2. set up workflow that triggered by a review date with email alert to the policy owner
3. use view in browser option of the enterprise version potentially use watermarking Create company wide policy that the SharePoint current copy is the final copy and alert users when something has changed through SharePoint alerts to there my sites.
4. create a workflow
Peer-to-Peer Group 5
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- Business Challenge - Integrating SharePoint with current higher education administration applications such as Moodle (course management) and use its reporting services to compile data from the different applications (such as course statistics) into a legible format.

Marketing and Training - It is important to market SharePoint to somebody who can see the benefits of it and it is important to train end users and show them its benefits.

Proposed Solution
- SharePoint could be implemented to access the databases of the current applications and display legible reports of the data and a central place.
- Users would see only the data that applies to them.
- Eventually some of the features from the current applications could be moved to SharePoint if desired.
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Business Challenge

• Collaborative authoring process
  ○ Several authors, one document
  ○ How to keep versions, etc. in sync
• Requirements
  ○ Multiple authors need access to contribute
  ○ Review, feedback, and approval process with audit trail
  ○ One author at a time, with the ability to view who has the document checked out.
  ○ Version management.
  ○ External parties need to view published output.

Proposed Solution

• SharePoint Document Workspace
  ○ Document Library
    ■ Version control feature
    ■ Review / Approval workflows
    ■ Check in / check out
  ○ Task List
    ■ Contains master list of activities needed to produce final product

Business Challenge:

Group theme: We all want to share Information.
   Collaborate and share Calendars. How to bring Calendars from other departments and pull information from Outlook.

Most are using SharePoint sites for informational purposes.

Challenges with many un-connected systems. Which application is the System of Record/Master Record for security and employee profiles.

   How do you make the data seamless regardless of which system is being used.

Challenge on how to have people keep it up to date.

Proposed Solutions to integrate teams and information:

Use Exchange and active directly to drive security and use as the system of record to drive profiles across all systems.

Start by introducing SharePoint as a starting point for information sharing. Start to use My Sites to get people comfortable with the new technology and process. Move to the next steps after comfort levels increase.

Other Notes:

This group uses a lot of Connect ND. Both as Students and Faculty.

Challenge of adding the proper UI and determining the security around the data that needs to be presented.
Business Challenge:

Customer portals: How do we expose to customers and clients
Collecting evidence from a Crime screen. - Linking with other systems, reports
Workflows: between information
Content Management, FileNet Converting, Security on the documents. Auditing
Scheduling: across various areas and idea. Groups Calendar, Scheduling ***
  • People spread out
  • Different individual schedules
  • No easy way to see schedule
  • Management needs to see all schedule
  • Would like them to manage one calendar not update personal and Group.
  • Build Team that is available for examinations.
  • Resources management Gant chart

Proposed Solution:

SharePoint, Calendars, Gantt Chart/Project, Central location, version history, document libraries, e-mail notifications.

MySites:
Performance Reviews : Designing a system

Currently reviews are paper based/electronic: Manager fills out a review and sends it to his manager for approval and finally sent out to HR.

(Workflow)

Design a Workflow:

Step 1: Design an InfoPath form
   Content Type for Review
Step 2: Save the review in Document Library (Performance Reviews)
Step 3: Use Filters to find Reviews
Step 4: Give Item Level Permissions for reviews based on the Role/Group in Active Directory upon submission in the Document library.
Step 5: Use SSRS to generate reports on the submitted reviews
Step 6: Generate a Task once a task is submitted to the HR and the Manager of the department
Step 7:
Peer-to-Peer Group 10

Business Challenge

Inventory Control and Sharing the Information using SharePoint

- How to use SharePoint to display inventory information
- How do people work with inventory count disputes, rights to do so

Proposed Solution

- Use SharePoint Dashboards to display inventory information from back end databases
- Use SharePoint to assign Contribute or Read rights to individuals and/or departments
Business Challenge

Proposed Solution
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Business Challenge

Proposed Solution