



SharePoint QuickStart

Your Total Turnkey Solution

Increased Productivity. Lower Costs. Substantial ROI.

SharePoint is the world's number-one web-based portal solution for easy document sharing and collaboration. It's a highly flexible, scalable platform, built with Microsoft .NET technologies and designed to seamlessly integrate with Microsoft Office. Thousands of businesses – and over 75% of all Fortune 500 companies – use SharePoint to increase employee productivity while reducing operations and maintenance costs.

Advanced Data's SharePoint QuickStart program gives your company a total turnkey solution for SharePoint, including planning, implementation, training and support – FAST and ON BUDGET.

Your SharePoint Team at Advanced Data Will:

- Walk you through the hardware and software licensing process
- Work with business stakeholders to design an effective portal solution
- Install and properly configure and secure your SharePoint portal solution
- Train your end users
- Train your administrators on SharePoint administration best practices
- Develop a custom business process workflow
- Discuss ROI with key stakeholders
- Develop a roadmap extracted from interviews and dialogues with employees and stakeholders
- Provide support while your users take their first steps with the SharePoint portal

Benefits for Both Business Leaders and IT

Business Decision Maker

- Helps achieve strategic goals such as interdepartmental collaboration
- Enhances business process automation and workflow
- Delivers increased productivity and substantial ROI
- Outperforms competitor systems that are more expensive and fail to deliver the same capabilities and ease of use

Technical Decision Maker

- Features many out-of-the-box capabilities, yet is highly customizable to meet specific company requirements
- Built-in foundation of capabilities extends to and easily integrates with Microsoft or non-Microsoft lines of business systems
 - Siloed data under a single highly secure platform can be aggregated, displayed and manipulated

FREE SharePoint

If your organization has an Enterprise Agreement with Microsoft, you probably have service vouchers that will either pay for entirely or offset the cost of implementing SharePoint! These vouchers can be used as part of a Microsoft Program called SharePoint Deployment Planning Services, which accomplishes similar objectives to our QuickStart program. Advanced Data is a premier provider of this service. To find out if you qualify, contact Pete DiPaola at PeteD@thesharepointpeople.com.

The ROI Checklist

Increased employee productivity can add up to significant ROI. If you're wondering whether your company needs a document-sharing and collaboration solution, ask yourself the following questions. FYI: The more times you answer "yes," the more money your company is losing every day!

- ✓ Do you ever lose track of documents in back-and-forth email exchanges?
- ✓ Can your employees access corporate information quickly and easily from the office, on the road and at home?
- ✓ Is it difficult to find important documents on your network?
- ✓ Do you have multiple versions of the same documents, and is it difficult to determine which is the most current?
- ✓ Do you have a long-term portal strategy currently in place?
- ✓ Are your competitors using portals to drive agility and create a competitive advantage?
- ✓ Does collaboration in your organization consist of shared drives and email?

What You Get:

- **Hardware and Software Recommendations Document**, including a summary of current licensing (EA) benefits
- **Installed, Configured SharePoint Program** with a well-organized portal and basic branding

- **Next Steps Roadmap** in a comprehensive PowerPoint document that defines next steps for Microsoft Strategy
- **Complete End User Training** for your organization in a Train the Trainer format
- **Best Practice Administrator Training** in a Train the Trainer format
- **Executive Stakeholder Briefing** to discuss ROI and how to leverage overall capabilities for future growth

Engagement Phases

(1) Preparation for On-Site Work

Advanced Data will help the client determine:

- Software Requirements
- Hardware Requirements
- Software Licensing

(3) Implementation

Installation is performed during this phase:

- Install SharePoint 2010
- Configure Farm
- Create Site Taxonomy (Sites, Lists, Libraries)
- Develop Content Migration Plan
- Configure MySites
- Configure Search
- Create One Custom Workflow
- Add Site Logo and Titles
- Set Up Security Groups

(2) Planning – Scope, Analysis and Design

- Document and Record Repository
- Workflow/Business Process Automation
- Taxonomy Design (Information Architecture)
- Security Planning
- End User Work Station Planning

(4) Training

- End User Training in Train the Trainer Format
- Administrator Best Practices Training in Train the Trainer Format

(5) Post-Implementation Support

- Executive Stakeholder Briefing
- Ad-Hoc Client Follow-Up
- Basic Troubleshooting, Refactoring, Changes

We Are The SharePoint People

At Advanced Data, a wholly owned subsidiary of SNVC, our mission is to provide best-in-industry Microsoft Consulting Services to large and medium-sized businesses. We assist our Fortune 500 clients in making strategic technology decisions that affect the enterprise as a whole. Practice areas include CRM, Knowledge Management, Document Management, Business Process Improvement, Contact Center Technology, Business Intelligence and Unified Communications.

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