

General Sharepoint Questionnaire

Site Taxonomy and Structure

1. Have you given any thought to your site structure? Successful Sharepoint deployments rely on defining a logical data structure for your employees to navigate and search information. Can you provide us with a basic site hierarchy? Next to each, list the priority for the implementation (High, Medium, Low)

2. Sharepoint is a collaborative platform and is definitely not a platform which is looked after by IT only. Successful implementations rely on the latest content being available, and this done effectively by identifying a key stakeholder for each site. For each of the sites above, try to identify a business owner/champion for the site. These business owners will oversee the content for each particular site, however may not manage individual information stores such as document libraries

Document/Information Management

1. How are your documents currently stored? (eg Lotus Notes, Fileshares)

2. Does the document store have a logical structure? If so, how are the documents currently categorized? (eg by department, by document type)

3. Do your employees currently store documents locally on their system, or within the document store listed above?

4. Do your employees currently collaborate on documentation?

5. Do your documents contain a reference number (unique identifier for each document)? If yes, how is this number generated?

6. What are the pitfalls of the current system? (eg cannot find anything, security not implemented correctly, structure illogical)

7. How are the versions of the documents currently managed?

8. How is the security of these documents currently managed?

9. Do you currently have a change control process (approval/rejection process) for any documentation?

Content/Knowledge Management

1. Would you be interested in providing your users with access to the following? (circle appropriate response)

- | | | |
|--|------------|-----------|
| a) Company News and Announcements | YES | NO |
| b) Company Events | YES | NO |
| c) Blog Posts/Messages from CEO/MD | YES | NO |
| d) Employee Listings | YES | NO |
| e) New Employees Listings | YES | NO |
| f) Birthdays | YES | NO |
| g) Weather | YES | NO |
| h) Social photos | YES | NO |
| i) External News Sources (eg smh.com.au) | YES | NO |
| j) Discussions/Forums | YES | NO |
| k) Employee Surveys | YES | NO |

2. Do you currently have a “knowledgebase/how-to” information store? If yes, what types of information do you store here?

3. Does your organisation use blogs in anyway? Blogs are an effective way for Management or Employees in key areas to communicate to their staff and to encourage real feedback through commenting...

4. The Sharepoint platform is vast and is a great base for your organisation to address the needs and requirements of specific business processes or a set of tasks. Sharepoint provides this platform amongst others, for the following types of applications; Please indicate whether you would like to discuss any of the following:

- | | | |
|---|------------|-----------|
| 1. Physical Asset Tracking and Management | YES | NO |
| 2. Employee Training/Classroom Management | YES | NO |
| 3. Help Desk | YES | NO |
| 4. IT Team Workspace | YES | NO |
| 5. Project Management Sites | YES | NO |

Business Process

1. Do you have any existing paper-based or manual processes within your organisation? Please list if they are Manual (M) or Automated (A) (eg New Employee Process, Expense Report Approval, Travel Request Approval)

Search

1. Have you implemented any type of search within your organisation? If Yes, how does your organisation benefit from it? What systems and information stores does it currently search? What are the pitfalls of the current search provider?

2. Which information stores within your organisation should be searchable? (eg documents, contacts, employees, clients)

3. Do you have any external data systems or business data which should be searchable? (eg existing CRM systems, Retails, Marketing, HR or Finance Systems)

4. Where do you currently store your employee details? (eg Active Directory, HR System)

5. How do currently search/lookup existing employees?
