

BENEFITS

- *Establishes standards for SharePoint deployments*
- *Incorporates information management policies into the SharePoint deployment*
- *Ensures quick adoption while enforcing standards and governance*
- *Provides not only what to govern, but how to govern*
- *Improves document and information integrity and compliance*

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Gimmel SharePoint Enterprise Blueprint

When Microsoft introduced SharePoint 2007, they established a new standard for collaboration, and the collection and management of information. Microsoft made it very easy for non-technical people to establish SharePoint sites without the involvement of corporate IT personnel. As a result, SharePoint 2007 has achieved widespread adoption within organizations large and small.

The Challenge

Organizations find challenges in placing better controls on the expansion of SharePoint sites as part of a broader mission to better organize and reduce the rapid growth of unmanaged information. The following are real-world examples faced by organizations using SharePoint 2007 today:

- SharePoint sites can be setup by a non-IT user in 5 minutes without adherence to business mission or information architecture. The result is the proliferation of hundreds of non-business-aligned and redundant sites.
- Document storage locations, document libraries and lists, are created by default and are easy to populate. However, any established metadata standards are not automatically applied, and the typical bad habits associated with existing file shares are often transferred into the document libraries. Document search and manageability which SharePoint is designed to improve, becomes bigger and more complex.
- Users often become confused as to where to put their information. This confusion is compounded when other Content and Records Management systems are deployed within the organization.
- The ease of installing SharePoint often overshadows the expertise needed to effectively configure and govern SharePoint within the business
- Because business units quickly adopt and take a primary role in the management of the individual sites, SharePoint can escape the rigors of IT.

The typical response to these problems is the development of a SharePoint Governance Plan. Although this is a good first step, the typical governance plan only describes “what to do”, not “how to do it”.

The Solution

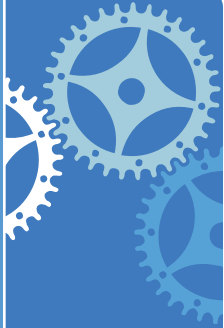
Gimmel’s SharePoint Enterprise Blueprint provides the “how” in a strategy to facilitate the organic adoption and provides the flexibility that SharePoint promises, but with the Standards and Governance that an organization requires to ensure adherence to corporate Information Management policies.

The SharePoint Enterprise Blueprint addresses the People, Processes, and Technology challenges of deploying SharePoint as a key component of an enterprise information management strategy.

People

Creating an enterprise standard model for all of the potential roles typically identified to participate in the SharePoint rollout is often a daunting task. Gimmel’s SharePoint Enterprise Blueprint includes a set of roles and responsibilities clearly identified and described. These are not only modeled, but manifested through the technical implementation of the Blueprint.

Another key aspect is the training and awareness of the new environment. Awareness of the enterprise vision for the SharePoint implementation, user training and continued education on the use of SharePoint within an overall information management environment are key components of the Gimmel SharePoint Enterprise Blueprint.



About Gimmal Group

Gimmal Group is a leading professional service firm offering a focused range of information technology services. We help the world's leading companies improve business performance and compliance through the effective planning, implementation and integration of: Enterprise Content & Records Management, Geographic Information Systems, and Web Design & User Experience.

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Processes

Processes, while defined in a good governance plan, must also be present during the SharePoint implementation to ensure effective adherence to the established information management policies. Gimmal's SharePoint Enterprise Blueprint enforces the integration of processes into the technical implementation to facilitate user adoption and improve user compliance with established policies.

A key process defined within the Blueprint is the Information Lifecycle. The information lifecycle defines how information is managed as it is created, maintained and removed from the organization. The Information Lifecycle consists of rules that govern information retention and disposition, security, classification, metadata and version control. Through the definition and implementation of an information lifecycle, the SharePoint implementation, as well as the overall content and records management strategy will become the cohesive nucleus of an effective information management program.

The SharePoint Enterprise Blueprint also leverages Gimmal's expertise in the implementation of industry leading Enterprise Content Management (ECM) and Enterprise Content and Record Management (ECRM) solutions through process and technology integration with existing and planned ECRM repositories from EMC, IBM and Open Text.

The ease of site creation is another aspect that is often a contributing factor to many of the issues experienced in an enterprise SharePoint deployment. Gimmal's SharePoint Enterprise Blueprint includes specific automated commissioning processes that empower users to request sites, with clearly identified options. These sites are created based on a unique set of site templates. These templates are designed to not only enforce information management policies, but include pre-configured features, thereby reducing the time it takes to manually configure site. In addition, templates also guarantee brand consistency and enforce consistent navigation standards so users can use any site, new or old, with equal effectiveness.

Technology

The basis of the Gimmal SharePoint Enterprise Blueprint is a number of technology components that are founded on Microsoft Best Practices, and enhanced with Gimmal's practical experience.

These technology components include:

- Site strategy and topology including the use and manifestation of the site directory
- Personalized site navigation to facilitate access to member sites
- Centralized management and deployment of SharePoint content types and metadata
- Site profiles for MySites, departments, projects and communities of practice
- Global technology templates - Shared services, WAN and end user performance levels, enterprise search considerations
- Solutions deployment packaging to consistently deploy web parts, site features and updated site definitions
- Information management policies for each state of the information lifecycle.

The technology components of the Gimmal SharePoint Enterprise Blueprint are each aligned with the People and Processes to ensure that the technology implementation of SharePoint enforces enterprise information management policies while facilitating the flexibility that the SharePoint platform promises.

For More Information

For more information regarding the Gimmal SharePoint Enterprise Blueprint, please contact Gimmal Sales at 713.586.6500 or sales@gimmal.com.