



## Skyline Technologies' QuickStart for a Corporate Intranet using Windows SharePoint Services 3.0

### Overview

More than ever before, IT must be able to deliver value to the business with minimum investment and maximum efficiency. Windows SharePoint Service (WSS) 3.0 is an advanced environment for building your intranet upon which allows you to do exactly that. WSS enables a single point of access for multiple applications, including the Microsoft Office System via a web-based interface, provides a delivery mechanism for basic interoffice information sharing as well as business intelligence data but also provides a great tool for indexing and searching content on your intranet. Windows SharePoint Services provides a fantastic environment to serve as a small-to-mid size organization's intranet.

Windows SharePoint Services (WSS) is a component included as a free add-on service to the Windows Server 2003 product line. Windows SharePoint Services provides a platform to build workspaces which can improve intra-office communication and streamline business processes, facilitate collaboration and improve productivity among team members and individuals.

The Skyline Technologies' Quick Start for a Corporate Intranet using Windows SharePoint Services 3.0 provides the outline of a proven implementation which ensures that many core design decisions are covered effectively, on schedule, and with maximum business value. By working within your business requirements and framing the vision and

scope of the project, we are able to take the lessons learned from previous sites and apply them to your specific needs.

This QuickStart covers the following main areas:

•**Existing Environment:** Our consulting team captures key information about your existing environment, so the upgrade will best accommodate your needs. This includes a review of your current intranet, the use any custom Web Parts, security, your infrastructure and capacity.

If you already have an intranet, we discuss any features in the current intranet which may need to be carried forward.

•**User Analysis:** Any upgrade must consider the impact upon users. Part of the QuickStart is to analyze the characteristics and requirements of your user community to understand the impacts to the end user in this process. This will result in understanding your intranet requirements as well as the appropriate level of end-user training identified early in the process.

•**Operations and Management:** Together, we layout the need for updating your new management and operations procedures for backup and restore, server management, antivirus, Microsoft Operations Management 2005, and log file analysis for both Internet Information Server (IIS) and Windows SharePoint Services (WSS). By laying the groundwork for your management needs during the planning

phase, you are better able to budget for the changes to the operation.

### Risk Assessment

Risk assessment is a central element of the Skyline Technologies Quick Plan and, as such, is incorporated into all topics of discussion. These risks will be highlighted in the final report. Early identification of potential project risks is vital, so they can be addressed before they jeopardize your ability to complete your project on time and on budget.

### Deliverable

Interactive design sessions, in which your team learns how to apply industry-best practices to your environment, are a key benefit of a Skyline Technologies QuickStart. Understanding how the decisions were made is critical to your ability to implement the recommendations.

The final deliverable to a QuickStart will be a working intranet using WSS 3.0's native functionality. In addition, you will receive a detailed written report that includes information gathered, decisions made, and a summary of the findings for future customization and phases.

### Consulting Team

The Skyline Technologies QuickStart offerings are delivered by senior Skyline professionals. Where appropriate, Skyline will draw upon resources available as a Microsoft Gold Partner.



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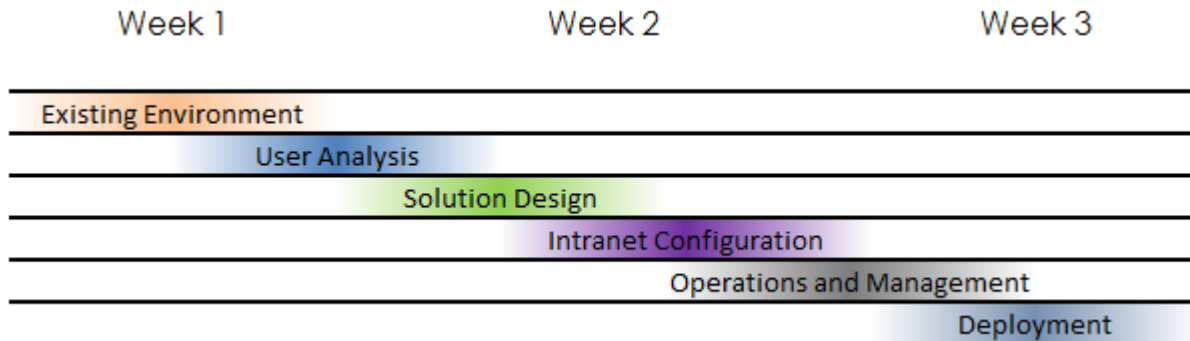
## Objective

The objective of the Skyline Technologies QuickStart is to quickly get your intranet up and running in your facility so that you are better able to evaluate the features of WSS 3.0. The QuickStart is designed to install WSS 3.0 onto your server in a single server implementation with only out-of-the-box Windows SharePoint Services features. Any customizations desired, or necessary, will be identified for implementation in a subsequent phase or release.

The QuickStart provides guidance to design and construct the site with basic configurations. The appropriate level of end-user training will be recommended and your internal support Administrator will be provided enough training to allow them to be self-sufficient on day-to-day issues.

## Timeline

The Skyline Technologies QuickStart for a Windows SharePoint Services (WSS) intranet is intended to “timebox” the effort to about 80 hours of effort and be ready for delivery in three weeks. While every situation is different, a typical schedule appears below:



## Outline of Topics Covered in each Phase

### Existing Environment

- Administrative Model
- Infrastructure Design
- Capacity Planning
- Configuration

- Identify future Web Interface Customization
- Identify future Integration with Backend Systems for future phases

### User Analysis

- Identification of intranet features/Requirements
- Identification of user training requirements

### Intranet Configuration

- Installation of WSS
- Configuration of the intranet site

### Solution Design

- Architecture Overview
- Site Layout
- Site Content
- Deployment Approach
- Search
- Workflow (if appropriate)
- Permissions and Roles/Profiles
- Taxonomy

### Operations and Management

- Client Requirements
- Server Installation
- Provide Administrator with training/mentoring on:
  - Maintenance
  - Backup and Restore
  - Antivirus

### Deployment

- Implementation/Roll-out
- Provide Final Assembly documentation

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## For More Information

For more information about consulting offerings and support available from Skyline Technologies, visit <http://www.skylinetechnologies.com>, or call 1-920.437.1360.