

Ten Essentials for SharePoint Intranet Success

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Getting to Know You

- Running MOSS 2007 today?
- Running SP2010 today?
- Starting Fresh?
- E2E, Team Collab, Search, Rec Vault, BPA?
- Have their environment under formal change control?
- Are you IT, RMs, CMs, other?

*Could the expectations for a
SharePoint Intranet be any higher?*

Steve Ballmer says “SharePoint ... it’s magic.”
– Microsoft SharePoint Conference, 2009, Keynote

What Steve Really Said

*But **SharePoint**, in my estimation, it's kind of **magical** in a certain way. It's really a special kind of a product. And I don't think directly there's anything in the market that's trying to do in as holistic a fashion, as integrated a fashion, and as comprehensive a fashion what we're trying to do in SharePoint. And because of the extensibility and programmability of SharePoint, it really becomes a platform for a whole big set of scenarios that before were all served by special or niche or custom-developed applications.*

The Challenge



It's Big



It's Complicated



It's Mission Critical

- Really!

The Key Equation



The Five Business Essentials

1

- Planning

2

- Information Architecture and Usability

3

- Governance

4

- Site Provisioning Business Requirements

5

- End User Training and Adoption

Business Essential #1: Planning



Standard Project Management Practices apply



Treat the Farm as a *Platform*

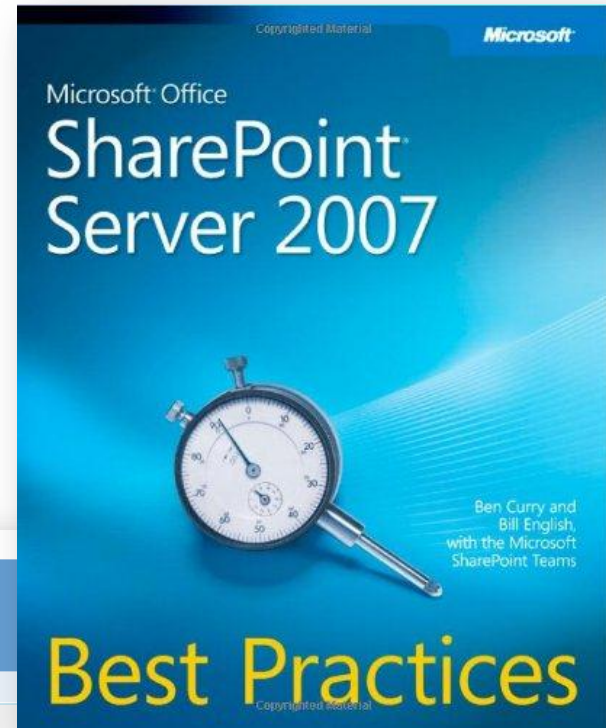
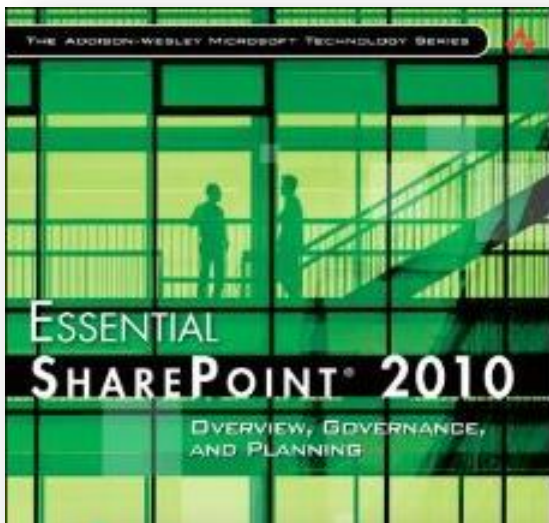


Define your Short AND Long term vision

Integration Needs?



TechNet Resources, Best Practices Book



Microsoft | TechNet

SharePoint Products

Home SharePoint Server 2010 SharePoint Foundation 2010 SharePoint Online Library Forums

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TechNet Library

- Books, Magazines, and Columns
- Customer Relationship Manager
- Deployment
- Exchange Server
- Forefront
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- Products and Technologies
- SharePoint Products
 - SharePoint Foundation 2010
 - SharePoint Server 2010
 - Newly published content
 - Roadmap to SharePoint

TechNet > TechNet Library > SharePoint Products > SharePoint Server 2010 > Operations > Best practices > Best practices for team collaborati...

Best practices for team collaboration sites (SharePoint Server 2010)

Published: June 3, 2011

This article is one of a series of best practices articles for Microsoft SharePoint Server 2010. This article describes the typical characteristics and best practices for hosting collaboration sites in a SharePoint Server 2010 makes team collaboration easier with features such as My Sites, blogs, wikis, and co-authoring. When you plan for team collaboration sites, remember that these sites typically

- **Write-operation intensive** Compared to other kinds of sites (such as publishing sites), there is a larger write ratio for Microsoft SQL Server resources for collaboration sites.
- **No-content or low-content caching** Because content is more frequently updated and freshness is very important to the dynamics of collaboration, content caching is rarely used.
- **Client application interaction is very important** Compared to other kinds of sites, collaboration sites have a greater level of interaction with client applications in Microsoft Office 2010.

Each of the following sections describes best practices for team collaboration sites.

1. Plan and allocate database servers to support collaboration

Collaboration is characterized by the significant effect it has on Microsoft SQL Server resources, such as memory and CPU, because of its relatively high write ratio and content model that does not use the SQL Server resources that are required to support this kind of site: [Planning and Monitoring SQL Server Storage for Office SharePoint Server: Performance Recommendations and Best Practices \(white paper\)](#)

Plan and configure storage and capacity according to your estimated content size. For more information, see [Hardware and software requirements \(SharePoint Server 2010\)](#) and [Storage and SQL Server](#)

Business Essential #2: IA and UX

Information Architecture

- Organization
- Findability
- Intuitiveness
- Search
- Taxonomy

User Experience

- Branding
- Usability
- Daily Life
- Use Cases
- Devices

Business Essential #3: Governance



What Policies Do we Need?



Who's Allowed to Do What?



Who approves platform changes?



Change and Config Management!



Regulatory Compliance?

Business Essential #4: Site Provisioning



High volume of new team sites?



Identify required information



Plan for Growth



Plan for Disaster Recovery



Plan for Site End of Life



Plan for Findability



Consider Automating

Business Essential #5: Driving Adoption



Resistance Is Natural



Train

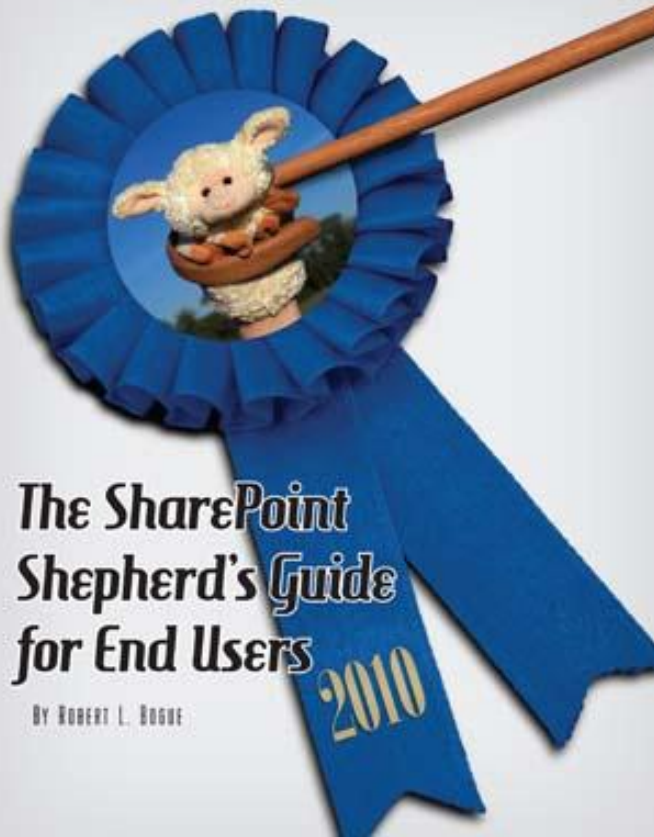


Motivate



Refine

The SharePoint Shepherd's Guide for End Users



The SharePoint Shepherd's Guide for End Users

By Robert L. Bogue

2010

quick start card for Microsoft Office SharePoint Server 2007 Collaboration Features



Getting Started

The collaboration features in Microsoft Office SharePoint Server and Microsoft Windows SharePoint Services include robust collaboration technology that can be customized to meet your team's needs, increase productivity, and help you stay connected.

SharePoint Services provides a platform you can use to create Web-based applications that can be customized and expanded over time. A SharePoint site, like the example below, can be created quickly and without extensive Web development knowledge. Administrative controls can be set for user groups and individuals. Documentation, knowledge, project planning, report tracking, calendar events, and much more can be up and shared in one convenient location for all team members to access.

You can separate pages in your SharePoint Site into tabs and display them at the top of your page for easy accessibility. You can customize each page to contain the features and functionality you require.

The Quick Launch displays all of the tools and functionality you've created for your SharePoint site. You can add and customize additional items.

You can set up your site to include features like Announcements in this area. Every time users log in, they can view this information easily.

You can add bulletin boards, wikis, and blogs to your site. A bulletin board, like the one shown here, enables your team members to post and read comments, updates, and information to coordinate with one another.



User login information is displayed here. Clicking the drop-down arrow opens options for accessing your settings and personalizing your page.

The search tool allows you to search the SharePoint site.

You can access Site Actions settings here. Site Actions enable you to create new content, edit Web parts on the page, and manage site settings. Note: The Site Actions menu will only be visible if you have design privileges.

You can add links for easy navigation to sites your team uses most.

You can add a calendar to your page to keep team members apprized of upcoming meetings, important dates, and other information. Team members can customize the way this calendar appears.



Technology Essentials

1

- Enterprise Search & Metadata Strategy

2

- Staffing for SharePoint

3

- Essential Tools Sold Separately

4

- Keeping up to date

5

- Getting Help

Technology Essential #1: Enterprise Search



Navigation is not enough



Metadata is Key

Taxonomy – Folksonomy – AD Managers



Assign metadata with automation

Infer • Concept Searching • Microsoft FAST



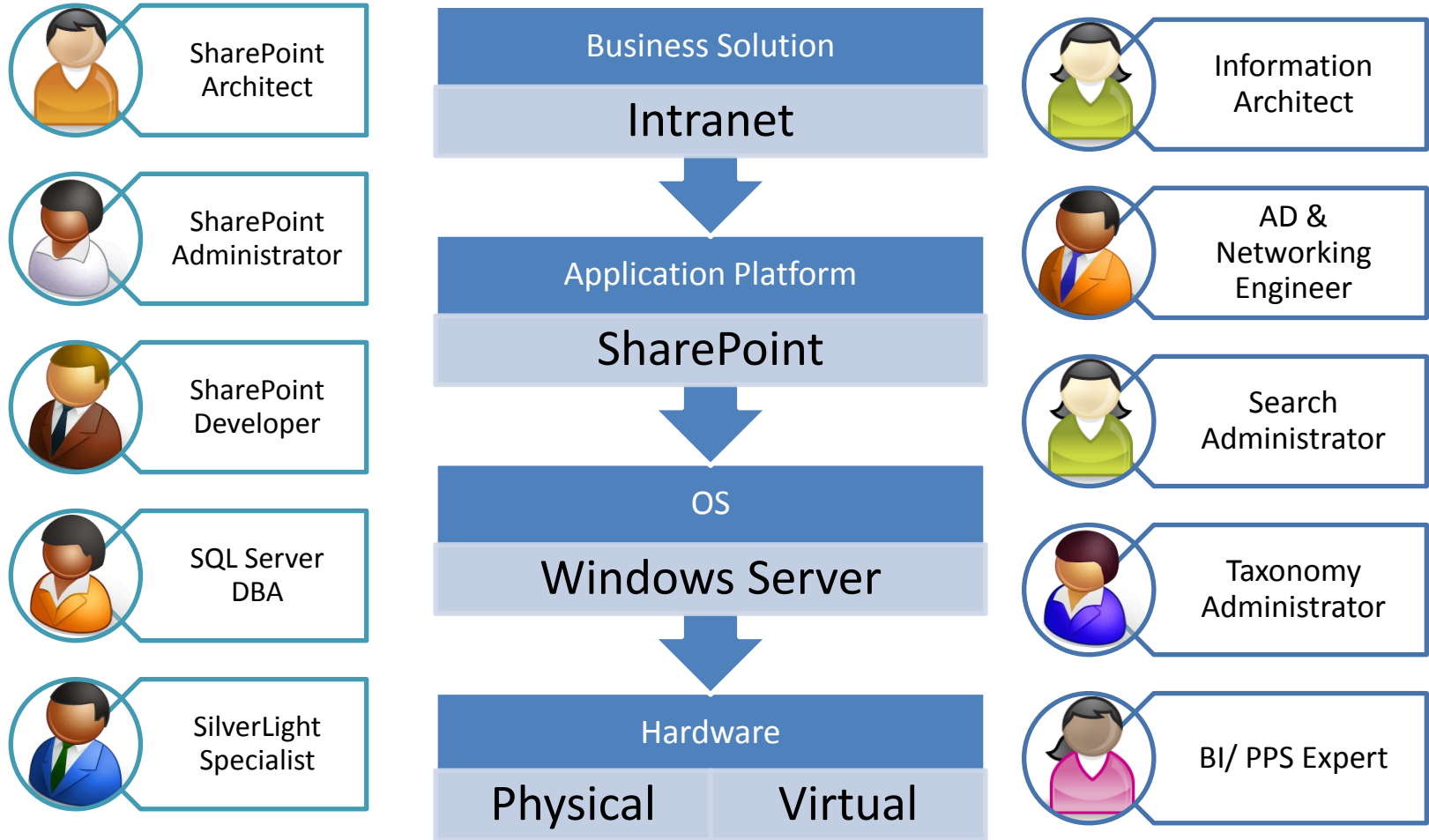
Tune Regularly



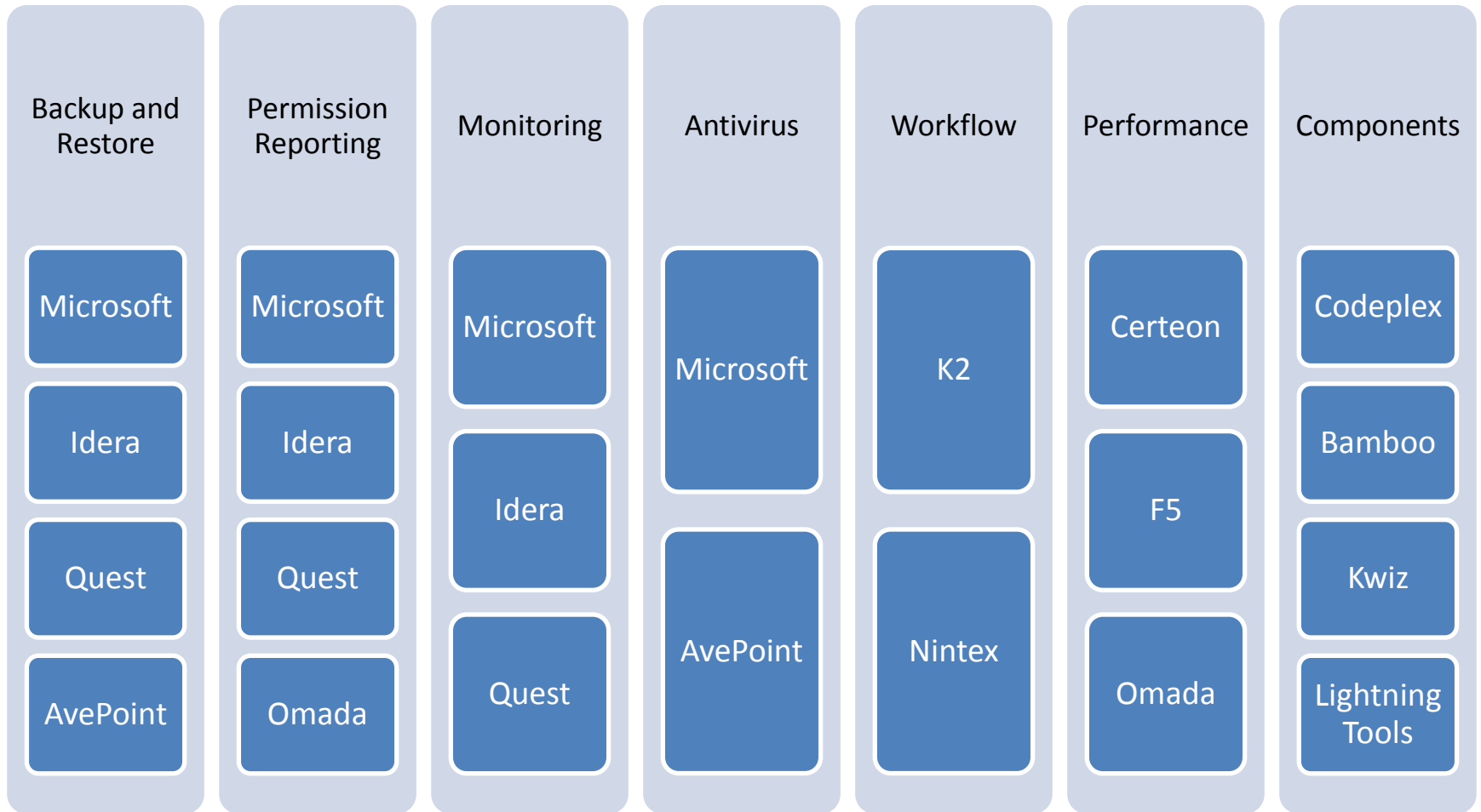
Improve the User Experience

Surfray • BA –Insight • Vizit • Microsoft FAST

Technology Essential #2: Staffing

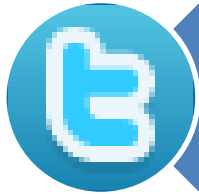


Technology Essential #3: Tools

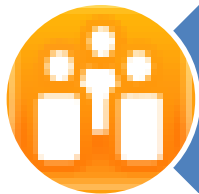


Technology Essential #4: Keeping Up To Date

CUs, SP's, and Advice



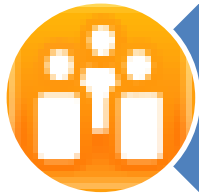
Twitter: #SharePoint



sharepoint.microsoft.com/blog/



Bloggers & MVPs



SPUGs & Conferences

Technology Essential #5: Getting Help



Gold Partner



Gold P&C Competency



SDPS Program Member



Depth of Services



Experience and References

Essentials in Review

Business

1 • Planning

2 • Information Architecture and Usability

3 • Governance

4 • Site Provisioning Business Requirements

5 • End User Training and Adoption

Technology

1 • Enterprise Search & Metadata Strategy

2 • Staffing SharePoint Deployment & Operations

3 • Essential Tools Sold Separately

4 • Keeping up to date

5 • Getting Help

The Key Equation



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