

SharePoint Solutions

60% of employees spend **an hour a day** duplicating the work of their colleagues.

Assuming one employee salaried at \$50,000 this lost time costs **\$6000** per year; with 15 employees this cost approaches **\$100,000** annually.

High-level executives can spend **30%** of their time looking for information.

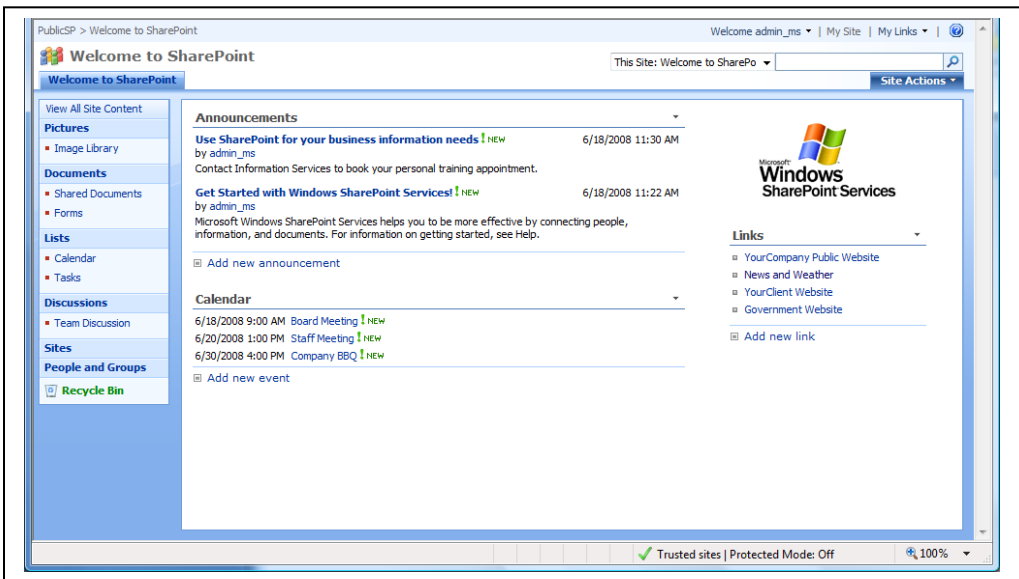
71% of knowledge workers agree that it is easier to locate "knowledge" on the web than to find it within their internal systems

Make the most of your valuable information assets:

- **Retrieve and re-use your company's best work**
- **Know the knowledge you have and the knowledge you don't**
- **Manage people, projects and documents in one environment**

8 Steps for SharePoint Success

1. Find a champion for the project. Ensure management sees the benefit of SharePoint to solving urgent business requirements.
2. Develop a strategic plan and governance framework.
3. Implement in manageable phases. Don't try to do everything at once. Tackle the high priority items that will give the best ROI first.
4. Success = user adoption. Plan for this from the beginning of the project.
5. Support SharePoint with good IM policies and practices. Develop metadata and taxonomy that reflects your unique business needs.
6. Establish content scope as early as possible. Not all types of information can and should be managed in SharePoint.
7. Do pilot projects and prototypes to ensure all requirements have been captured and to help gain user acceptance.
8. Develop a training plan early in the project. Develop key messages and build excitement as the project progresses



MicroWorks' team includes Microsoft Certified Technicians, Business Analysts and Information Specialists. MicroWorks has been a SharePoint service provider since its introduction in 2001.

Using an ISO-compliant project framework, we **assess** your systems, practices and business needs; **design** solutions according to business requirements; **implement** systems to improve your processes; and **support** your staff in adopting the system and managing change.

As a Gold Certified Microsoft Partner, we help you manage your SharePoint project from start to finish. We offer our professional knowledge of information management principles to integrate and customize this solution strategically and in alignment with your business goals.

If you would like to learn more about what SharePoint can do for you, call us today, or email us at TalkToMe@MicroWorks.ca.



Information Worker Solutions
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