



## Microsoft SharePoint

As enterprises grow in size and sophistication, their need to manage information internally grows exponentially. Organizational departments and business units can typically span geographic locations, quite often continents and information is constantly being produced and consumed. To retain competitiveness and drive efficiency its vital these information silos are opened up, allowing rapid and intuitive information discoverability, better decision making and increased productivity.

The most recent statistics published by Microsoft confirms that more than 150 million users use Microsoft SharePoint to address the need of information management and collaborations over data within the organization. SharePoint 2013, currently their fastest growing Microsoft product worldwide, offers a complete, stable and reliable collaboration platform which caters to information storage and business process management of larger enterprises.

### SharePoint Business Challenges

In those countless, seemingly unconnected applications and solutions, the biggest challenge for organisations is; how do you keep everything 'in control'?

- How do you get all the possible solutions to work together in a manageable and real-time manner?
- How do you connect all the solutions without becoming dependent to suppliers? Or getting lost in a sea of interfaces in the system?
- Do you need to buy and implement every application separately & afterwards try to integrate the interfaces?
- Where do you get all the knowledge that is required to do this?
- How do you create compliancy, based on a strategic governance plan, to prevent the enthusiasm becoming a pitfall?
- And the final, but not the least, question: how are you going to control and update the system?

Normally, each solution of Microsoft SharePoint need to be separately configured. This requires a lot of SharePoint knowledge of internal employees: they need to be well trained and also require a lot of experience. The alternative is hiring external specialists. Both options are rather expensive, time consuming and recurrent.

### All-in-One solution

Split-Vision, SharePoint specialist, has asked itself these exact same questions. And this has resulted in the most complete solution: SharePoint All-in-One.

### Fast, Accurate and Intuitive Information Management

To address to this constantly growing business challenge, Split-Vision, a leading SharePoint subject matter expert, are ready with their top of the line product – SharePoint All-in-One. SharePoint All-in-One allows you to manage and monitor the entire SharePoint Eco-system using a single administration console.

SharePoint All-in-One, is a central solution for managing all IT applications in your organization. The product is based on the standard editions of Microsoft SharePoint 2010 and 2013.

SharePoint All-in-One allows users to configure, active and deploy around 250 standard SharePoint templates, various service applications and many other components within SharePoint





## Working together

The most important principle is that working together is becoming more and more place- and time independent. Besides the upcoming social media and other forms of communication, it is necessary to remain working with the traditional techniques in the working place. People are starting to work in a different manner and that work needs to be planned and controlled as well. This makes the management task an even more fascinating job: the use of the right people for the right task and responsibilities and competencies at the right time and place. This leads to a growing need for an overall plan of capacity, cases and projects in SharePoint All-in-One.

## Cases and projects in one plan

An overall plan of the current cases and projects is necessary. Not only because of the tasks at hand, the completion and progress of the project, but also to cater the need for managing the results, service levels to the customer and deadlines. To put it differently; to deploy and control the available hours effectively, there is a need for structure to the present and usable capacity of people and resources.

## Satisfied consumers

The basic principle of SharePoint All-in-One is to support people in their tasks. SharePoint All-in-One does this for the individual employee, department manager and the management team. This is done by information driven from top-down and bottom-up. Employees can add tasks and cases (parallel or hierarchical), but the manager decides if this is according to the standard process or checklists.

## Find

You want to find the information by the use of your own words, tags and language. You can type a term or word as you are used to and SharePoint filters the results for context and categories which are of importance to you. You can think of it as the customer as the context, or location, date, document type, organization etc. Unambiguous language and information is the central principal to SharePoint All-in-One.

## Accessible information

In SharePoint All-in-One, every employee has his/her own portal, and within this portal, access to personal-, department-, organisation-, projects- and case information. Furthermore, customers have their own portal, including supply chain partners, where they can update and secure information. Naturally this information will be updated automatically.

## Apps

Since the introduction of apps, there is a huge increase in the use of information in the workplace as well as BYOD. Our ProjectApp is an example of this. You can think of the use of checklists, geometric data, hour registrations, data about meetings etc. SharePoint All-in-One caters to these needs as well. Soon new apps will be added to the Split~Vision app portfolio.

## User permissions

Log in data is based on groups in Active Directory: project teams, department and tasks. These remain synchronized with the names of organization units and positions. Everything is identical and has only one correct notation following the Human Resources policy system.



SharePoint ~ All-in-One



## Metadata

When recording and storing information, all case-, project- and organization metadata are added only once. For SharePoint All-in-One we use a knowledge map and metadata. Because of this, all metadata is automatically recorded. Adding emails or other documents to a current case is easy, you can use drag & drop.

## Reports

Customers, managers and employees have a need for receiving reports according to their personal preference of receiving and processing of these reports.

Reports are easily composed in SharePoint All-in-One, since you can compose them per project, per case, per customer or everything taken together. Filters per target group, define the selection on relevance and quantity.

### Split~Vision: Experience and knowledge of business

Split~Vision is an organization which has its roots in Eindhoven and has earned a great set of knowledge regarding organization-, process-, business- and information governance. Split~Vision has conducted many projects, in which business-oriented applications and complex processes were designed. Because of this, the consultants of Split~Vision have gained extensive knowledge regarding governance and the subsequent processes and projects. Many suppliers target the user perspective and therefore try to make it as simple as possible, however they forget the governance perspective of the system. Organizations in a wide range of industries use the governance tool designed by Split~Vision, SharePoint Controller.

## SharePoint Controller



### Reduces complexity

SharePoint All-in-One reduces the complexity and with this, reduces the necessary knowledge and time. SharePoint Controller configures and documents everything and makes use of your pre-determined governance plan. This SharePoint based tool is designed and developed by Split~Vision to realize two goals, namely;

1. To reduce functional governance, so you do not need any technical knowledge in your organization.
2. By configuring the SharePoint environment to a standard and usable governance environment without the use of expensive custom-made systems.

### Synchronises and updates

Changes in the organisation, business orientation, processes, HRM, employee permissions and much more, is updated and synchronised at one single point in the system. At the same time the information is synchronized throughout the entire organization and all is done without the system administrator.

### Is fast implemented

With the use of SharePoint Controller, new solutions – site provisioning- are fast, controllable and effectively implemented in your organization. Furthermore, creating and updating permissions can be implemented rather easily, since it is done at one point and the changes will be synchronised with all other system solutions you have in your organization. SharePoint Controller is unique in this, since without SharePoint Controller everything has to be added manually which makes it a costly and time consuming task, simply because. Microsoft does not offer this important solution in their SharePoint package. Furthermore, you can overlook the updates made in the system and apply your governance plan. Due to this solution, you reduce the complexity to functional issues instead of making it a technical difficulty.



## SharePoint All-in-One solutions

### Content management

#### Website

- Corporate website
- Web Content Management
- Custom branding solutions
- Social Media integration
- Configure SharePoint Search feature
- Inquiry forms
- Information publishing approval workflows
- Admin

#### Intranet portal

- Corporate Intranet Portal
- Custom branding
- Teamsites
- Enterprise Search
- Forms and notifications
- Social Media integration
- Integration with Active Directory
- Publication application, including workflow for approval
- Portal to other solutions (for example 'current projects')

#### Product and service catalogue

- Determine your own categories
- Product information for your customer
- Possibility for requests/orders (form or workflow)
- Interface possibility with payment processing systems (not included)

#### Customer portal

- Extranet for your customers
- Insight in the information you want to share/publish
- Status of applications and projects
- Account information

#### Customer contact center

- Registration of customer contacts via Microsoft dynamics CRM.
- Account and contact information management
- Registration of appointments and e-mails
- Record of current contacts/projects per customer
- Integration with Microsoft Lync (not included)

### Information management

#### Business Intelligence and Dashboard

- Creating dashboard and reports as you prefer
- Key Performance Indicators reports
- Budgets versus realization
- Results and progress per project, case, processes and rules
- Combined data of SharePoint (projects, cases and organization)
- Combined Data of other sources/applications
- Combined data of customers (CRM)

### Collaboration

#### Social media and collaboration

- Social media and collaboration
- Mysite for employees
- Social media possibilities with hashtags, likes, follows, mentions.
- Newsfeed with the latest updates
- Community sites for discussions
- Giving a rating to documents and messages (Scores)
- Knowledge and interest profiles per employee
- Blogs

### Employee portals

- Independent portal with performance indicators for each business unit
- Independent portals for employees, current projects, cases and tasks
- Access to working stock, responsibilities and status
- Insight in Human Resource Management

#### (Wiki)

- Reporting knowledge in Wiki per theme and knowledge area
- Wiki for 'Frequently Asked Questions'

#### APP's

- Integration with Microsoft App Store with 150,000 standard apps
- Own HTML5 apps of mobile app developments for project managers

### Project management

#### Projects

- Project management environment
- Program and portfolio management
- Working with subprojects, phasing
- Interface between results, risks and products to deliver
- Costs and timeline
- Project files and meetings
- Contact information per project
- Action lists

#### Planning and capacity direction

- Overall view of project planning
- Integration with MS Project and Excel
- Team assembly – controlling resources
- Capacity report, including schedule- and resource governance
- Planning via standard SharePoint or with MS project
- Reports per project

### Information management

#### Documentmanagement (DMS)

- Document governance per project/case
- Working with maps (Windows Search)
- Transport of metadata from case to document
- Automatic version control of documents, reports and conclusions
- Working on the same document with multiple people
- Document flow
- Automatic file conversion (not standard)
- Rights and permission depends on the job function
- Standard document types
- Automatically creating metadata
- Drag and drop of e-mail or other documents in file

#### Record Management (RMA)

- Rules regarding storage of files, depending on process/file type and document type
- Automatic routing to Record Center
- Termination and saving according to archiving schedule

#### Case-oriented approach

- Starting cases with standard metadata
- Integration of cases, customers and locations
- Results and status
- Per case an automatic planning/tasks/completion
- Tasks in sequential steps or parallel
- Visualization of tasks and employees in network diagram
- Case file

#### Search / Find

- Searching for every word and metadata
- Filtering of search results