



# Quick Start Programs for Microsoft Office SharePoint® Server 2007

## Industry Snap Shot

A leading international law firm was looking for a solution that allowed for more structured control of their current data and to enable effective workflows company-wide. In the current environment, users struggled with information and knowledge that was locked into "silos" that made searching and browsing difficult for end users. Data management had become difficult because many of the processes in house were either redundant or incomplete making access time consuming. As a result, workflow reporting and communication initiatives failed to get off the ground.

CGS designed a solution to help unlock the vast amounts of information that were difficult to access and hampering the organizations work flow. The end result had CSG assisting in the planning, architecture, and migration of a custom Domino/Notes based Intranet which consisted of dozens of workflow, document repositories, and web content management applications to a SharePoint and C# framework.

In the increasingly competitive global environment, organizations face pressure to improve customer relationships, drive innovation, improve operations, and build high-value partnerships. Despite many organizations' considerable investments to improve in these areas, results, though can still fall short of expectations.

The reason? Many times a gap exists between the types of structured, predictable processes that are supported by traditional IT solutions and the real work that people do day-to-day finding and sharing information, working together in teams, and performing routine tasks.

CGS Quick Start for Microsoft Office SharePoint® Server 2007 (MOSS) is designed to eliminate these obstacles and streamline the cumbersome workflow that has developed within your organization. Your company can leverage the Quick Start programs to provide immediate value to people and processes throughout your enterprise. These solutions allow you to immediately see employee and team productivity improvements through integrated collaboration and knowledge sharing.

Our strong alliance with Microsoft allows CGS to provide the complete stack of Microsoft enterprise technologies, including infrastructure, integration, and application solutions, as well as on-going help desk, training, learning, and staffing requirements. With vast business consulting and industry experience, CGS professionals are positioned to deliver leading Microsoft products and services to maximize your technology investments..

## CGS Quick Start Program Objectives

As part of our Quick Start Programs, the collaborative solutions experts at CGS will assist you in quickly realizing the full benefits of a Microsoft SharePoint 2007 solution. By applying best practices learned in the field, CGS will work with you to plan, design, deploy and provide best practices guidance for the rapid implementation of a Microsoft SharePoint Portal Server 2007 workgroup collaboration and information portal.

Our objective is to provide you with a working SharePoint solution that meets the requirements for your company's needs, including end user training and knowledge transfer with a roadmap to give you a clear understanding of the best practices and steps required to expand the solution in the future.

The CGS Quick Start Programs are designed to follow a high level project plan which is further defined during the engagement and can be described as:

- Solution Planning and Design
- Solution Development
- Solution Deployment

## CGS Quick Start Program Features

| Features                          | QS Intranet | QS DM | QS Internet |
|-----------------------------------|-------------|-------|-------------|
| Managed Document Libraries        | x           | x     |             |
| Document Audit                    | x           | x     |             |
| Document Collaboration            | x           | x     |             |
| Document Search                   | x           | x     |             |
| Document Migration                | x           | x     |             |
| Security 2                        | x           | x     | x           |
| Workflow 3                        | x           | x     | x           |
| Versioning                        | x           | x     | x           |
| Search Center 4                   | x           |       | x           |
| Basic Site Structure & Navigation | x           |       | x           |
| Content Authoring                 | x           |       | x           |
| News                              | x           |       |             |
| Content Targeting                 | x           |       |             |
| My Site                           | x           |       |             |
| Creative Concepts                 |             |       | x           |
| Content Templates                 |             |       | x           |
| Publishing Feature                |             |       | x           |
| Max Number of Users               | 100         | 100   | 500         |

1. CGS will migrate up to 1000 documents from your Windows Network Shares into document libraries managed by MOSS 2007.
2. It is a pre-requirement to have a Windows Server 2003 Active Directory setup with at least a sample organizational hierarchy in place. MOSS Security Groups will mirror the Active Directory Security Groups. All Portal users (except for Internet) need to be setup in Active Directory.
3. Approval workflow and Feedback workflow included.
4. Standard Search includes intranet content only. Upgradeable to Enterprise Search in Sharepoint 2007 Enterprise Edition.
5. Additional customizations desired will be identified for implementation in a subsequent phase(s).

## CGS Quick Start Programs

### Quick Start Intranet 2007

Implement comprehensive control and deeper insight over enterprise content, streamlined business workflows and processes as well as access and share information through a centralized repository, or Intranet.

*Benefits include:*

- A Consolidated view of unstructured and structured data across your enterprise
- Streamlined user interaction scenarios and build a high performance workplace via collaboration and real time communication
- Streamlined business processes and workflows organization wide
- Implement an easy to use and administer system to promote adoption and ease of maintenance

*Timeframe: 7 - 8 weeks*



### Quick Start DM (Document Management) 2007

Implement comprehensive control over the storage, security, reuse, distribution, and management of documents and other enterprise content such as web pages and e-mail messages.

*Benefits include:*

- Effectively manage your enterprise content
- Implement a Document Control Policies through extensible Information Rights and Policies management
- Implement and comply with regulatory requirements on enterprise content. (documents, records and web)
- Promote business data sharing while preserving its consistency and protecting sensitive information

*Timeframe: 4 - 5 weeks*



### Quick Start Internet Website 2007

Implement a quick and simple public facing website using MOSS 2007 Web Content Management features.

*Benefits include:*

- Build a public facing website that integrates out-of-box with your Extranet and Intranet sites
- Connect internal and external users of the organization via one Enterprise Content Management strategy
- Create visually rich elements and advanced site design with easy to use Content Management tools
- Create master page layouts and page templates out of box without any programming involved
- Use website pre-configured templates for creating websites, with content and page layout templates and out-of-box preconfigured navigation
- Ease of Content Deployment between staging and production Internet website environments using out-of-box or 3rd party tools
- Embed Usability and Accessibility guidelines during site design to ensure that the public facing website is compliant with all open web standards like "W3C xHTML 1.0 Transitional" compliance

*Timeframe: 6 weeks*



## CGS Learning and Training Advantage

During the Solution Deployment stage of our quick start programs, CGS provides instructional solutions for both E-learning and Instructor-led Training (ILT), responding to tactical and strategic business challenges worldwide. With expertise among a broad scope of learning methods and modalities in catalog and custom development practices, CGS builds offerings crafted to be consistent with your desired outcomes within SharePoint.

## Quick Start Hardware and Software Requirements

The following table lists the minimum and recommended hardware requirements for deploying Microsoft Office SharePoint Server 2007 Document Management features, including the deployment of Microsoft SQL Server 2005 Express Edition, for a stand-alone installation.

| Componet               | Requirements   |
|------------------------|--|
| Computer and Processor | TWO Quad-Core Intel® Xeon® 3200 Series up to 2.40GHz or higher recommended   |
| Memory                 | 4 gigabyte (GB) RAM or more recommended 1  |
| Hard Disk              | 500 GB of available hard disk  |
| Drive                  | CD ROM or DVD Drive, local or network accessible   |
| Operating System       | Microsoft Windows Server 2003 Standard Edition, Windows Server 2003 Enterprise Edition, Windows Server 2003 Datacenter Edition or Windows Server 2003 Web Edition later plus service packs. Windows SharePoint Services 3.0. |
| Other                  | Internet Simple Mail Transfer Protocol/Post Office Protocol 3 (SMTP/POP3), Internet Message Access Protocol 4 (IMAP4), or MAPI-compliant messaging software required for e-mail notifications                                |

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