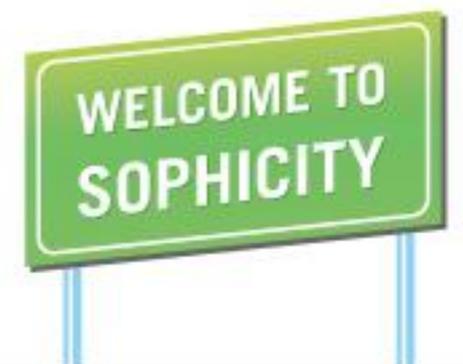




SharePoint Governance

Develop a plan for implementing
SharePoint in your
Organization





Introduction

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We will cover:

- **The *Language***
- **The *Process***
- **Food for thought**
- **Closing remarks and questions**





So where do we begin?





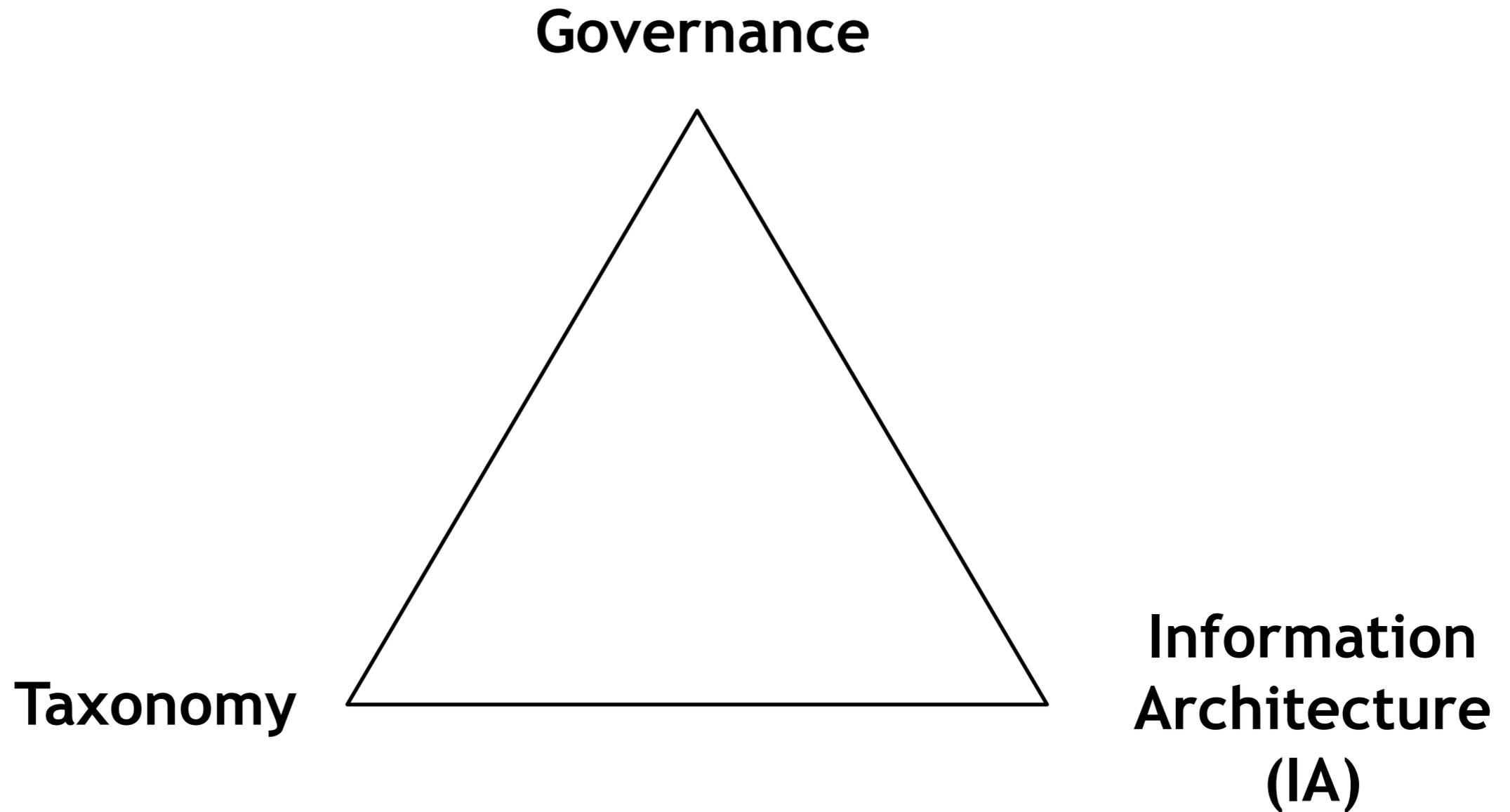
SharePoint Governance Language





Buzzwords

The 3 primary buzzwords:





Buzzwords

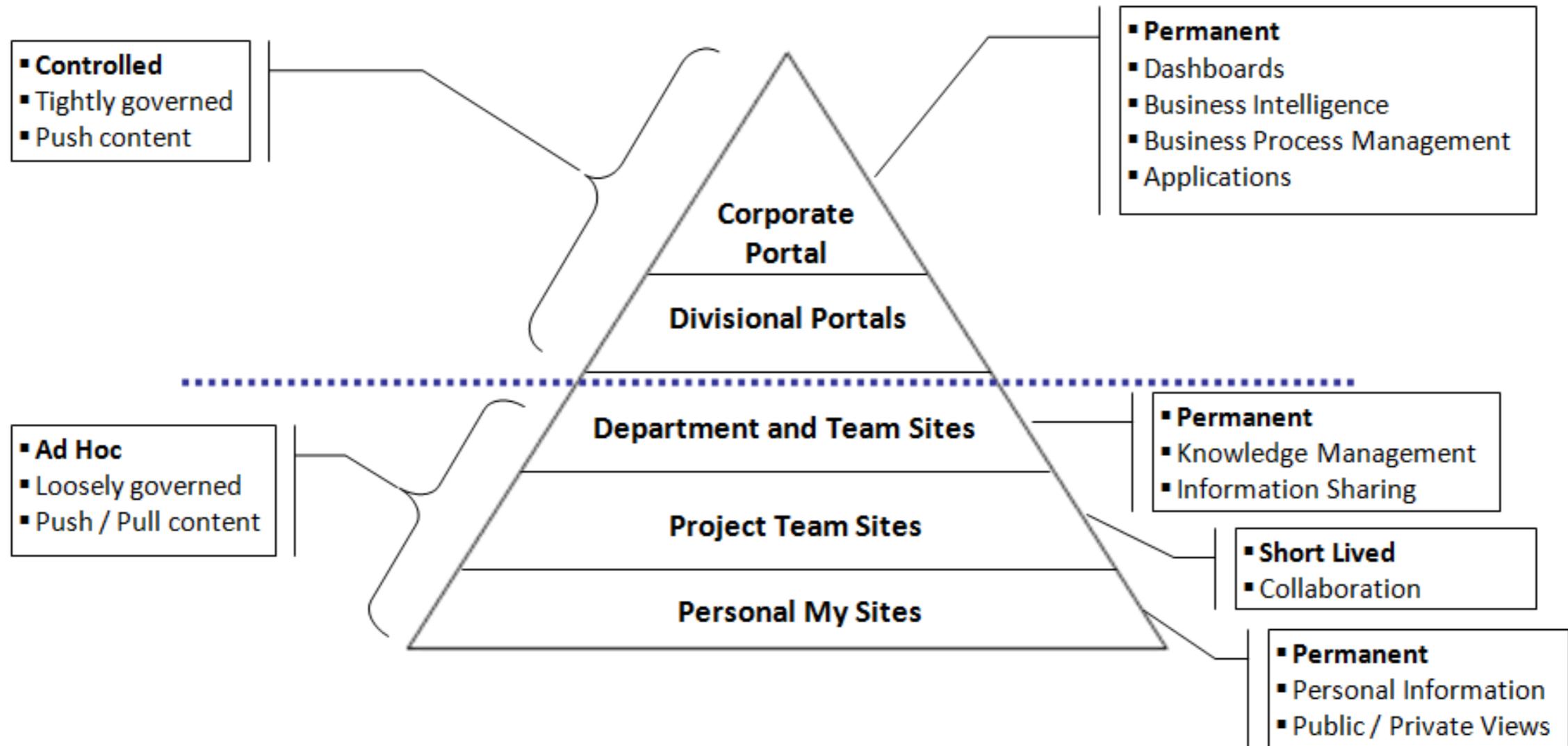
Governance

Monitoring, reviewing, and deciding on adherence to policies and standards that limit the flexibility and use of the implemented SharePoint environment.

The balance between tightly controlled versus ad-hoc.



Governance Model





Buzzwords

Taxonomies

Consistent vocabulary used for naming conventions, labels, and site navigation.

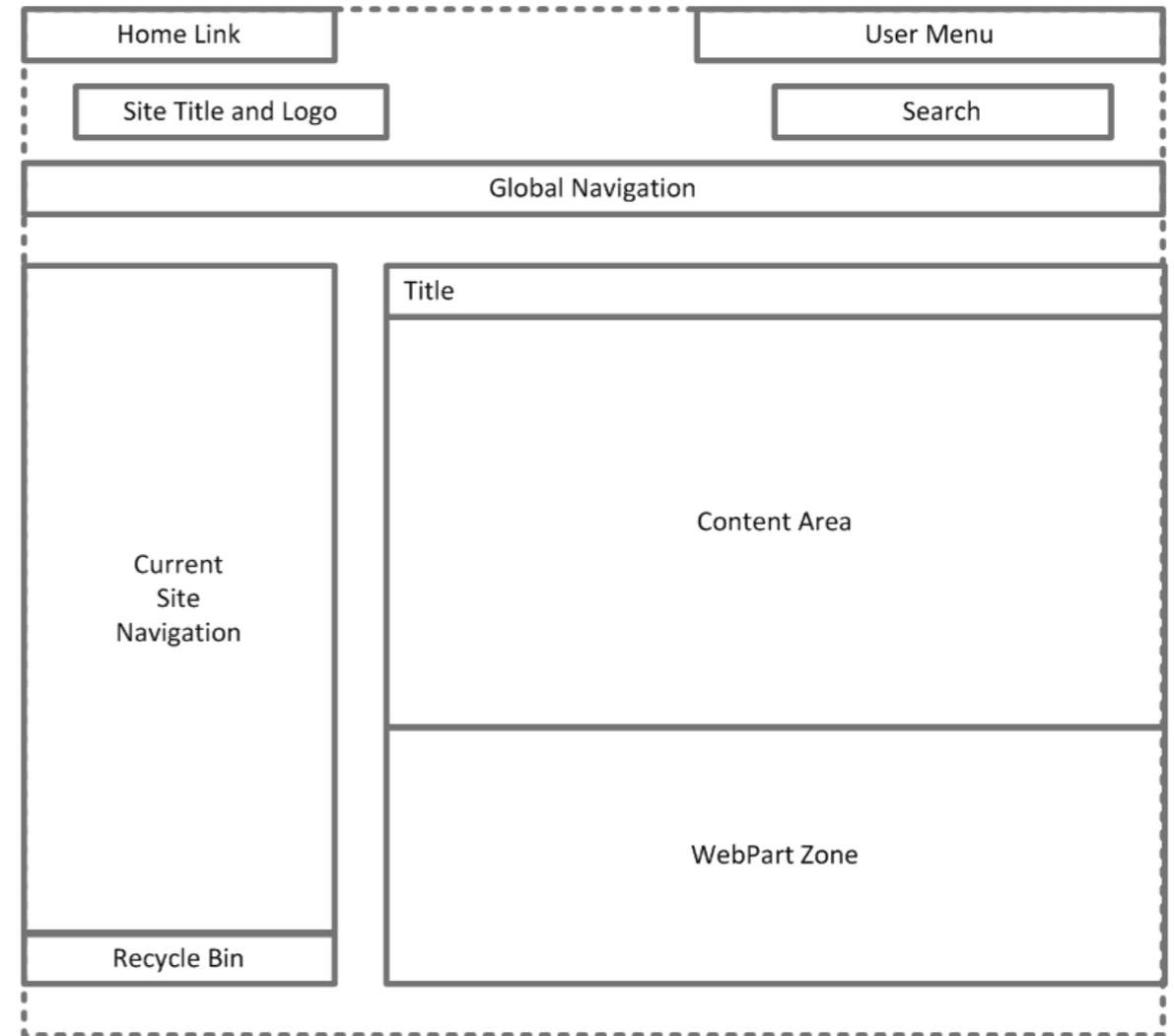
- **Keep it simple**
- **Target 10 or less categories**
- **Use broad categories**
- **Ignore “noise words”**



Buzzwords

Information Architecture

- Create sitemap
- Build wireframes
- Build content types
- Apply taxonomy
- Apply consistent branding



How data is found!



Buzzwords

Just a few more...

- Branding
- Content type
- Governance team
- Stakeholder



So now where do we go?





Process

- **Identify stakeholders**
- **Identify and train governance team**
- **Gather requirements**
- **Define governance**
- **Build and rollout through phases**
- **Operate and support**



Process

Train the Governance Team on SharePoint.

Training the Governance Team is the next step. It is critical to do this before gathering requirements!

Simply: YOU WILL KNOW WHAT QUESTIONS TO ASK.



Process

Gather Requirements

- Focus on the business requirements
- Derive the functional requirements
- Document requirements
- Leverage Surveys



Process

Define Governance

- Taxonomies
- Information Architecture
- Branding
- Security, site usage, and user policies
- Search requirements and scope



Process

Build and rollout through phases:

- Refine requirements and design
- Implement phase / deliverable
- Test
- Deploy to PILOT users and certify
- Train remaining users in that group
- Deploy and support



Food for thought...

K.I.S.S.:

- Keep it simple
- Keep it consistent
- Keep it governed
- Train
- Involve users early



Food for thought...

Additional Resources:

- **SharePoint Server 2007 Best Practices**
- **Microsoft's Governance Resource Center for SharePoint Server 2007**

<http://technet.microsoft.com/en-us/office/sharepointserver/bb507202.aspx>



Closing Remarks and Q/A

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