

Our SharePoint Readiness Assessment service



THE PERFECT MARRIAGE... **BUT ARE YOU READY?**





INTEGRATING SHAREPOINT & O365 WITH CONTENT MANAGER

You're about to embark on a SharePoint/O365 project. Or maybe you've already released SharePoint into your enterprise and you need to sharpen your Records Management strategy accordingly.

**But are you ready,
and how will you know?**



CAREFULLY CONSIDERED, CONSISTENT INFORMATION ARCHITECTURE

History has shown that poorly planned SharePoint and O365 architectures can be impossible to map to a governance framework, leading to out-of-control SharePoint growth and massive compliance risk. A carefully considered, consistent information architecture designed to accommodate your governance requirements from the get-go will make integration much easier and less costly to accomplish and maintain.

The Content Manager Governance and Compliance App (CM App) can be connected to any SharePoint site collection.

So why do enterprises struggle to get the results they are after?

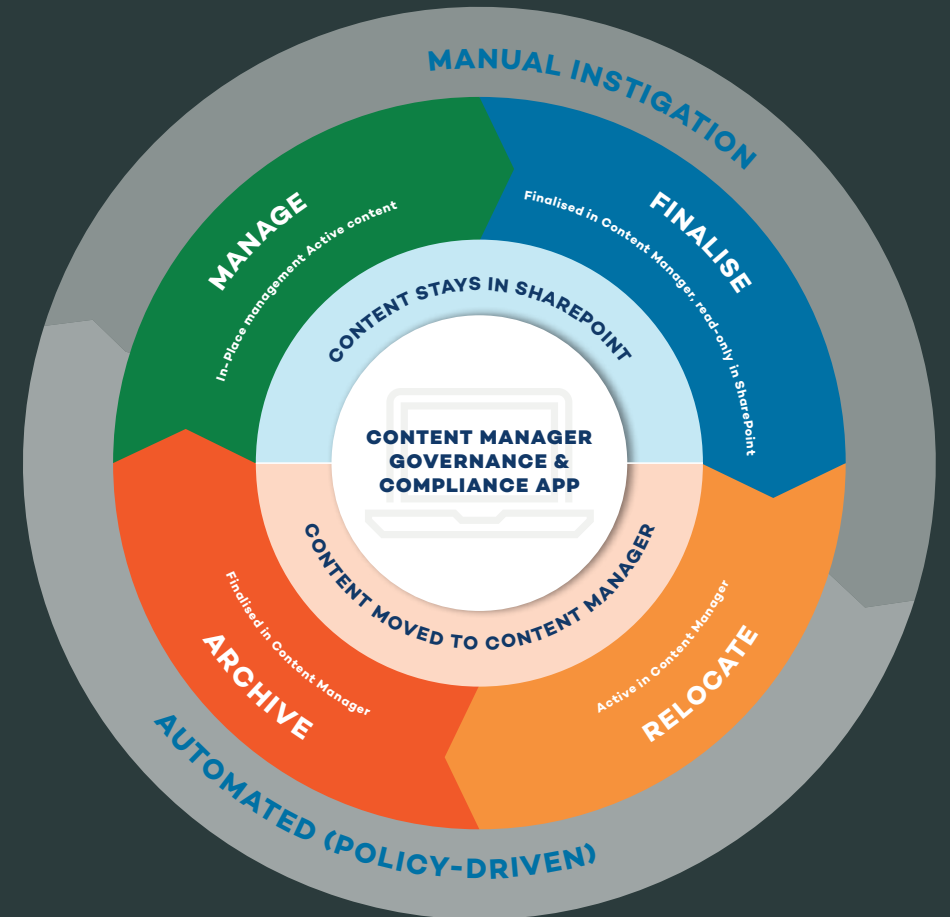


FOUR CORE ACTIONS FOR MANAGING SHAREPOINT CONTENT

The integration component of MF Content Manager is particularly sensitive to the information architecture used in SharePoint, so replicating your shared drives in the latter is rarely the best approach.

That's simply moving the problem from one place to another.

The Content Manager Governance and Compliance App provides four core actions for managing SharePoint content, these are available for both automatic and manual actions.



OUR SHAREPOINT READINESS ASSESSMENT SERVICE

INFORMOTION has developed this service in response to increasing demand. This comprehensive Readiness Assessment will give you a much deeper understanding of the Information and Integration Architecture requirements of the SharePoint/Content Manager integration process.

Provided as a short, low-cost entry level engagement this service consists of three phases.

It's important to engage a specialist who is across both solutions – and at the earliest possible stage. INFORMOTION fits that description precisely. We offer industry-leading experience and expertise in delivering successful SharePoint and Content Manager Integration solutions. We are the subject matter experts.



OUR THREE PHASE PROCESS

PHASE 1

Project Initiation, Planning and Management

It all starts with a kick-off meeting or conference call between INFORMOTION's Project Manager, your own Project Lead and other key stakeholders. Additional information may be subsequently gathered by the Project Manager, as needed. This phase of the process is concluded with a review meeting or conference call.

PHASE 2

Design

This phase begins with our review of current or proposed information architecture with SharePoint/O365 Information Architecture experts. If no such architecture exists, we will provide best-practice advice on the alignment of SharePoint/O365 architecture with current or planned Content Manager architecture.

The guidelines for Information and Integration Architectures require and facilitate accommodation of the data and business processes related to the management of your SharePoint/O365 content in Content Manager. The design guide will consider immediate and longer-term strategies for Information and Integration Architectures to support business process automation and the simplification of data structures across the respective systems.

PHASE 3

Readiness Report

INFORMOTION will provide a report which documents the Information and Integration Architectures we recommend to optimise the performance of the Content Manager Governance and Compliance App. The report will include advice on:

- Key decision considerations for SharePoint Information Architecture
- Minimum requirements for mapping SharePoint to Content Manager
- Current limitations and remediation required
- Key areas of risk
- Estimate of work effort to configure and install the CM App
- Suggested next steps



BEST OF BREED SOLUTION

 Office 365

 SharePoint

USER EXPERIENCE

Mobility - work anywhere, from any device

Easy document sharing and collaboration

Secure sharing with external parties.
eg: contractors, advisors, stakeholders,
cross government

Familiarity and lower overhead for
end user training

CONTENT MANAGER

COMPLIANCE

Records Management

Defensible disposal

FOI and Privacy

Protecting the organisation
and its staff from risk



HOW TO GET STARTED

Prior to preparation of our SharePoint Readiness Assessment proposal, INFORMATION will send you a brief questionnaire to gather pertinent information about software versions (SharePoint and CM), user numbers, resourcing and your overall objectives for the project.

If you'd like to learn more about this INFORMATION initiative, please contact your Account Manager or email us at info@information.com.au



PROFILE OF A PROFESSIONAL

INFORMATION is an innovative professional services organisation specialising in the design and implementation of modern information management, collaboration and governance systems. With solutions built on world class platforms like Micro Focus Content Manager (CM), Microsoft O365 and SharePoint, LiveTiles, Ephesoft Transact and EncompaaS we can help you map and execute your digital transformation strategy – on-premises, in the cloud or hybrid.

INFORMATION provides managed services for remote technical, and records management functional system checks. Hosted services are provided across: Azure, Optus Cloud, Private Cloud, the Government Data Centre and the eHealth platform.

**INFORMATION works
with customers across all
industry sectors**

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