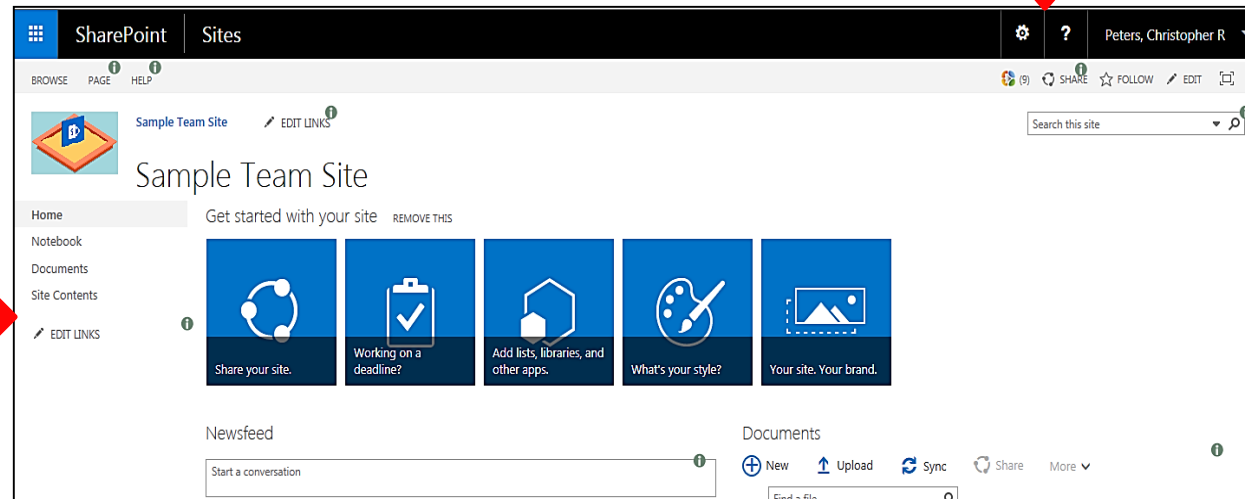
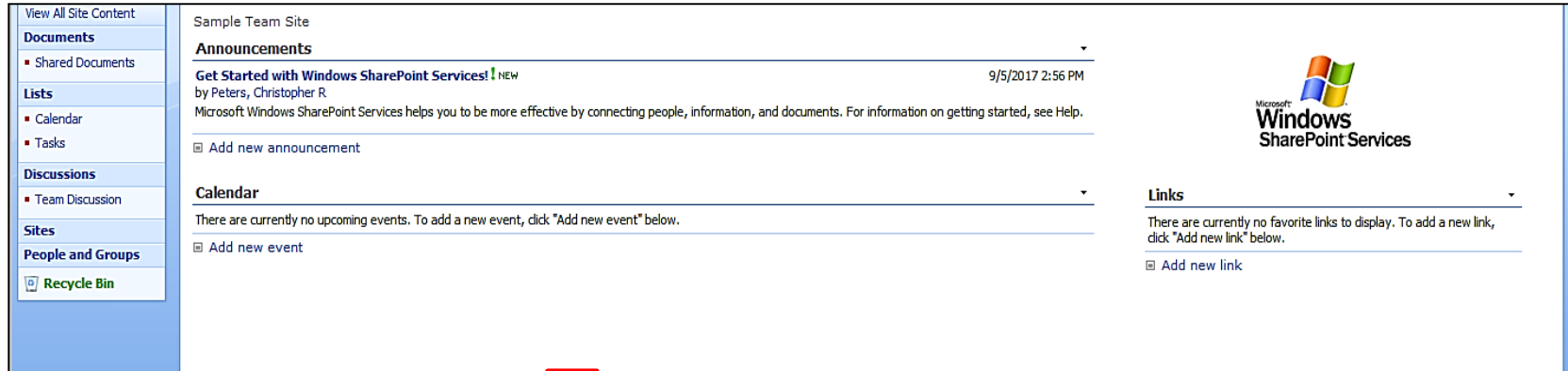


SHAREPOINT PROJECT TEAM



WHAT WAS THE OBJECTIVE OF THE SHAREPOINT PROJECT?

Accenture was tasked to upgrade Client X's current SharePoint 2007 to the latest version of [SharePoint Online](#) and [SharePoint 2016 On Premises](#).



Objectives of the Overall Project

In addition to delivering a successful migration from SharePoint 2007 to SharePoint 2016 and SharePoint Online, the following are key objectives for the SharePoint Migration project :

Enhanced
business
intelligence
functionality
with Excel &
Access
Services

Creation of
a robust
governance
plan

Enhanced
search
capabilities

Improved
social
collaboration
capabilities

Improved
business
process
automation

Improved
document
and records
management
capabilities



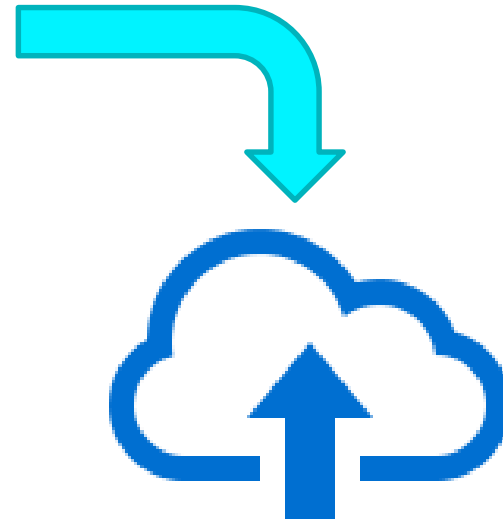
Determining Content Location

Determine where Client X's data will live post migration. This is determined by understanding the security, compliance, content, and governance policies.



On-Premises

SP2016 environment hosted
by Client X

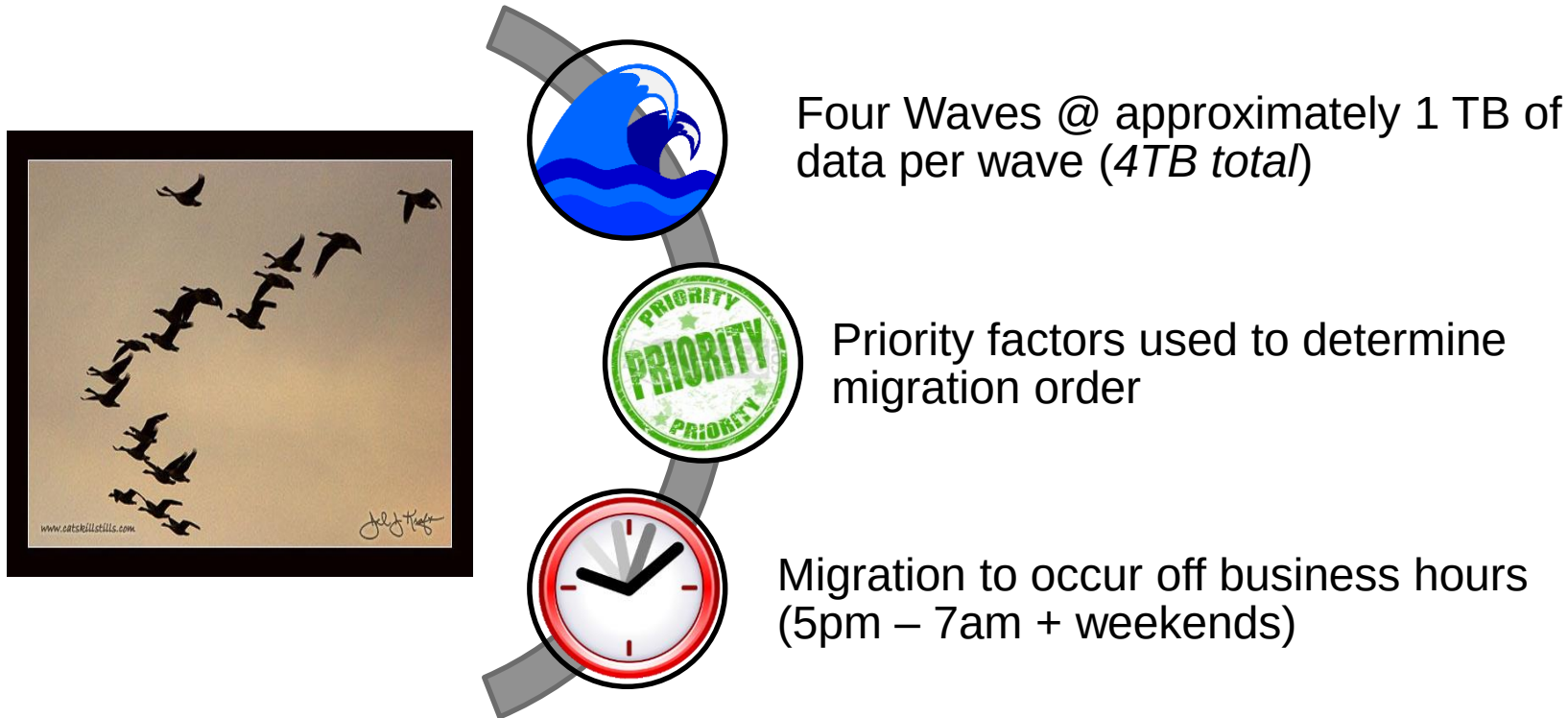


Online

SharePoint environment
hosted in the Cloud by
Microsoft

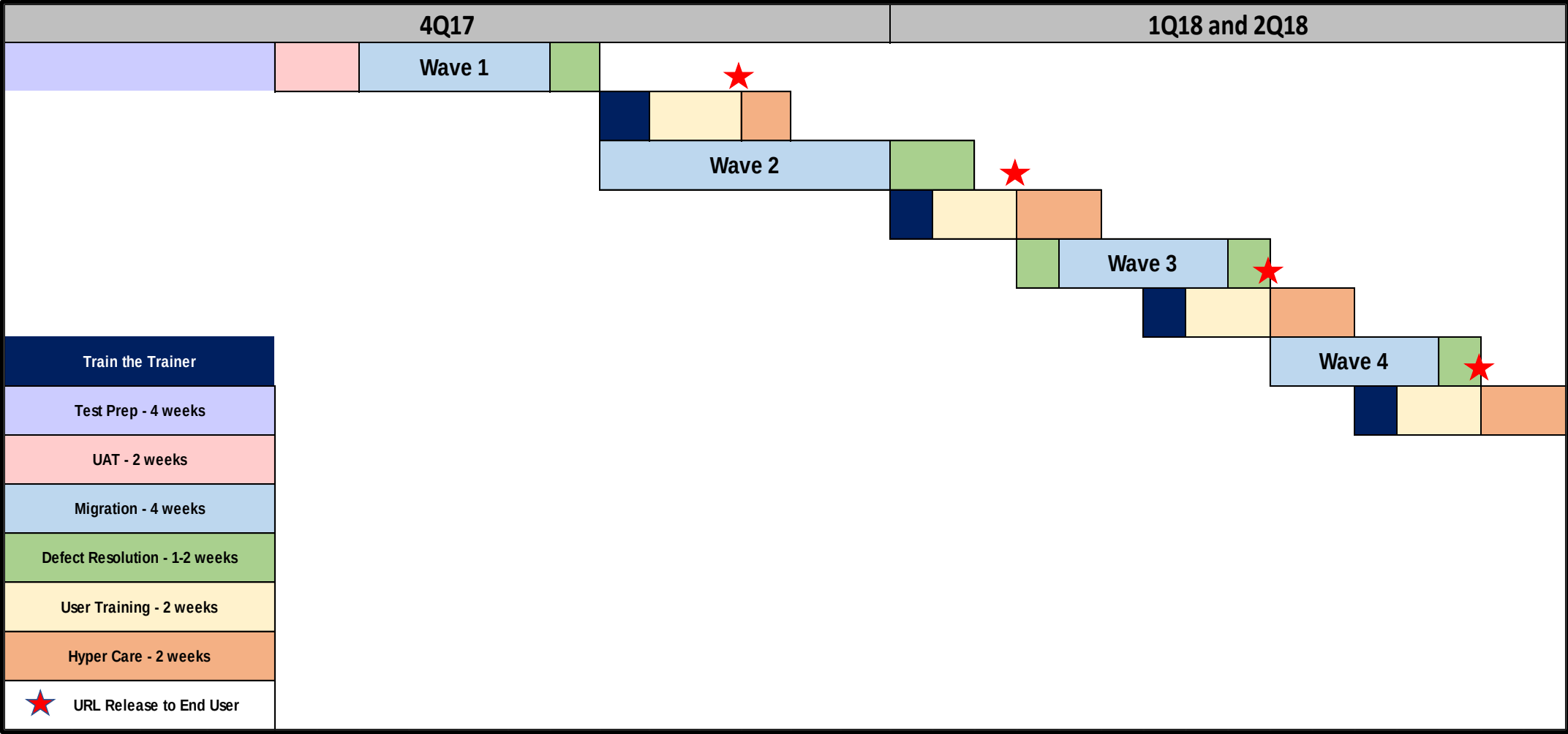
Migration Approach - Highlights

The migration strategy takes into account SharePoint data size and impact to the Client X network, business and technical priorities, as well as ensuring that Client X can continue to function “business as usual”.

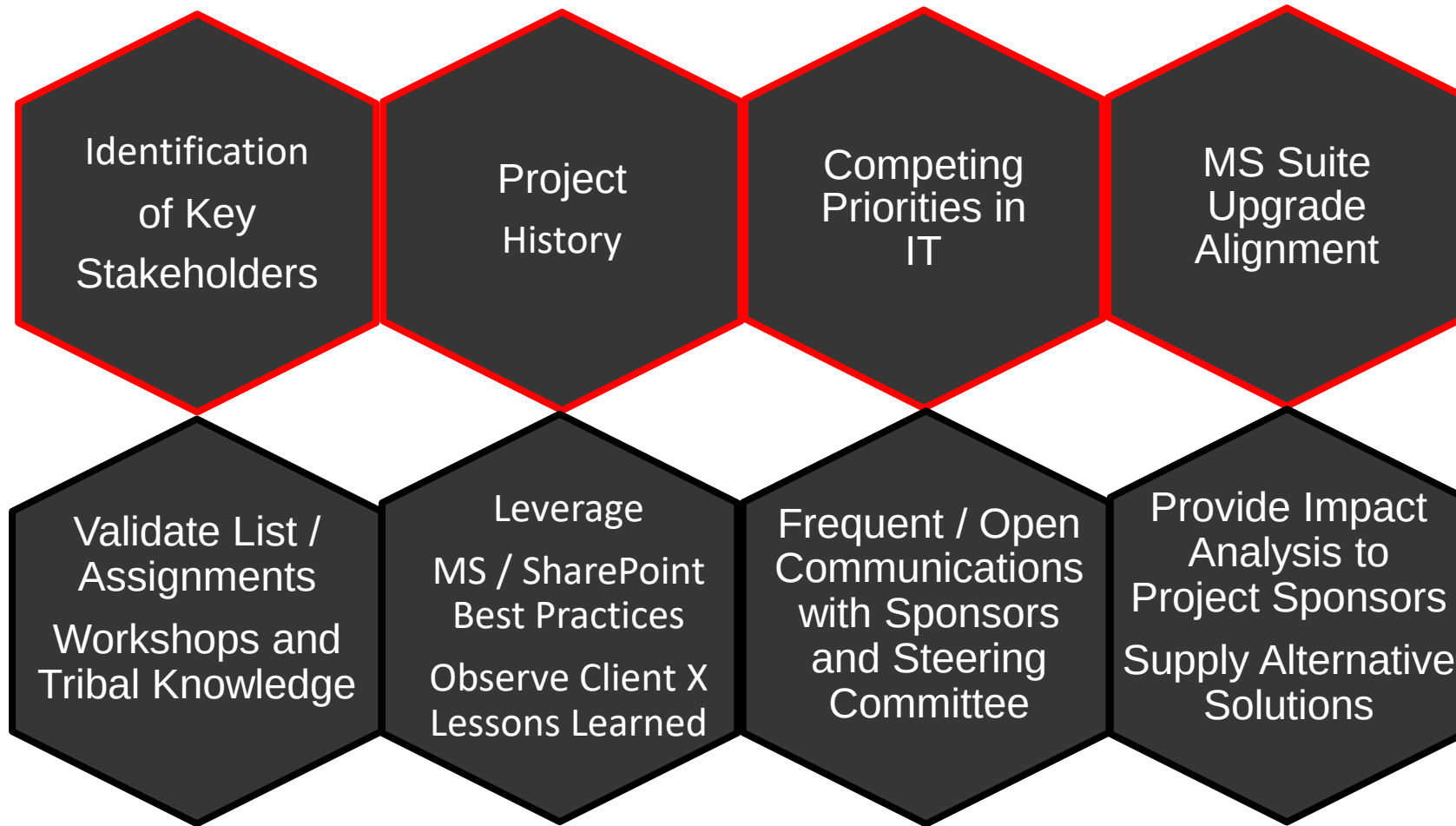


Migration Timeline

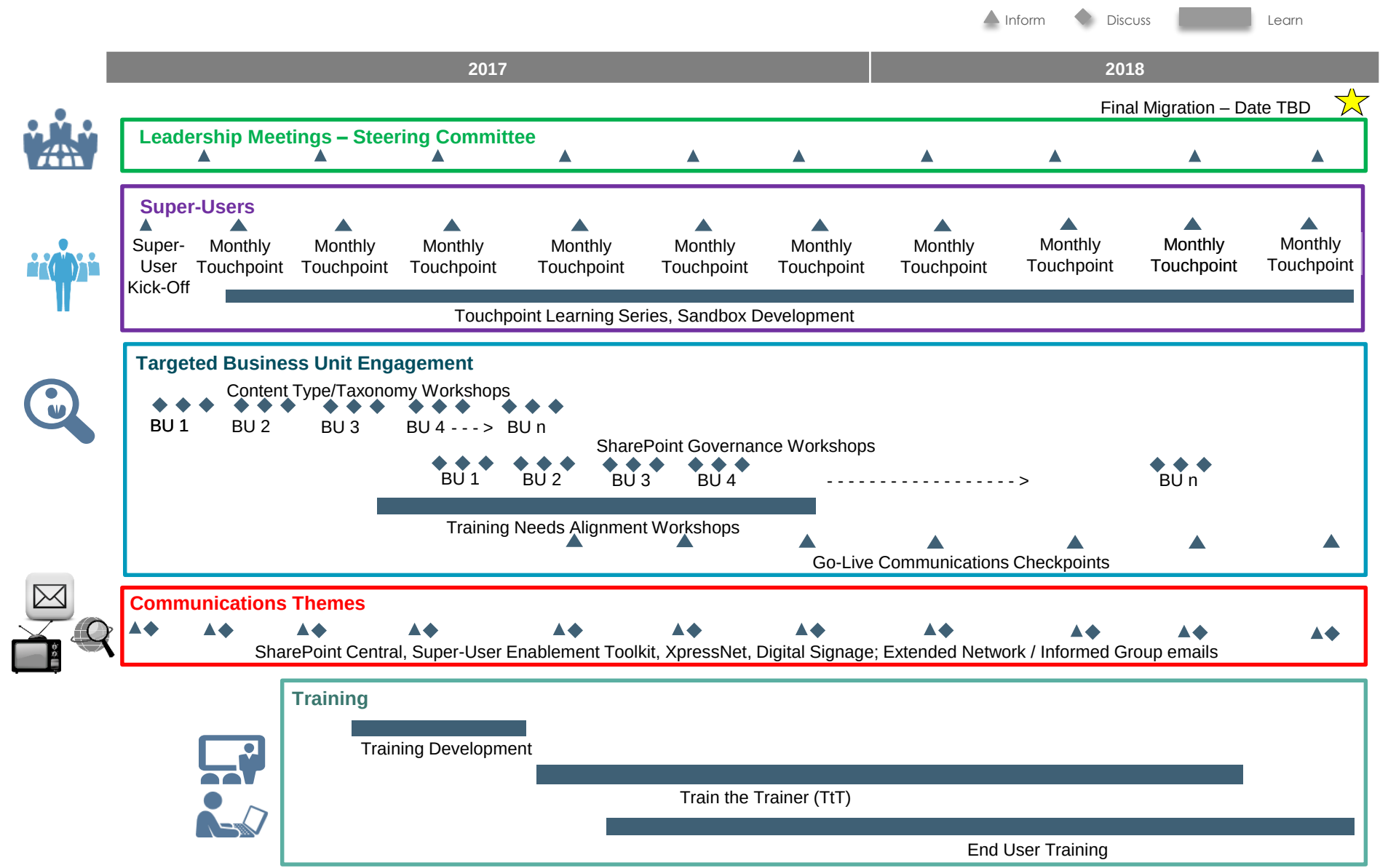
Migration Wave 1 will begin in Q4 2017 and all following migrations will complete in Q2 2018.



CHANGE MANAGEMENT: CHALLENGES

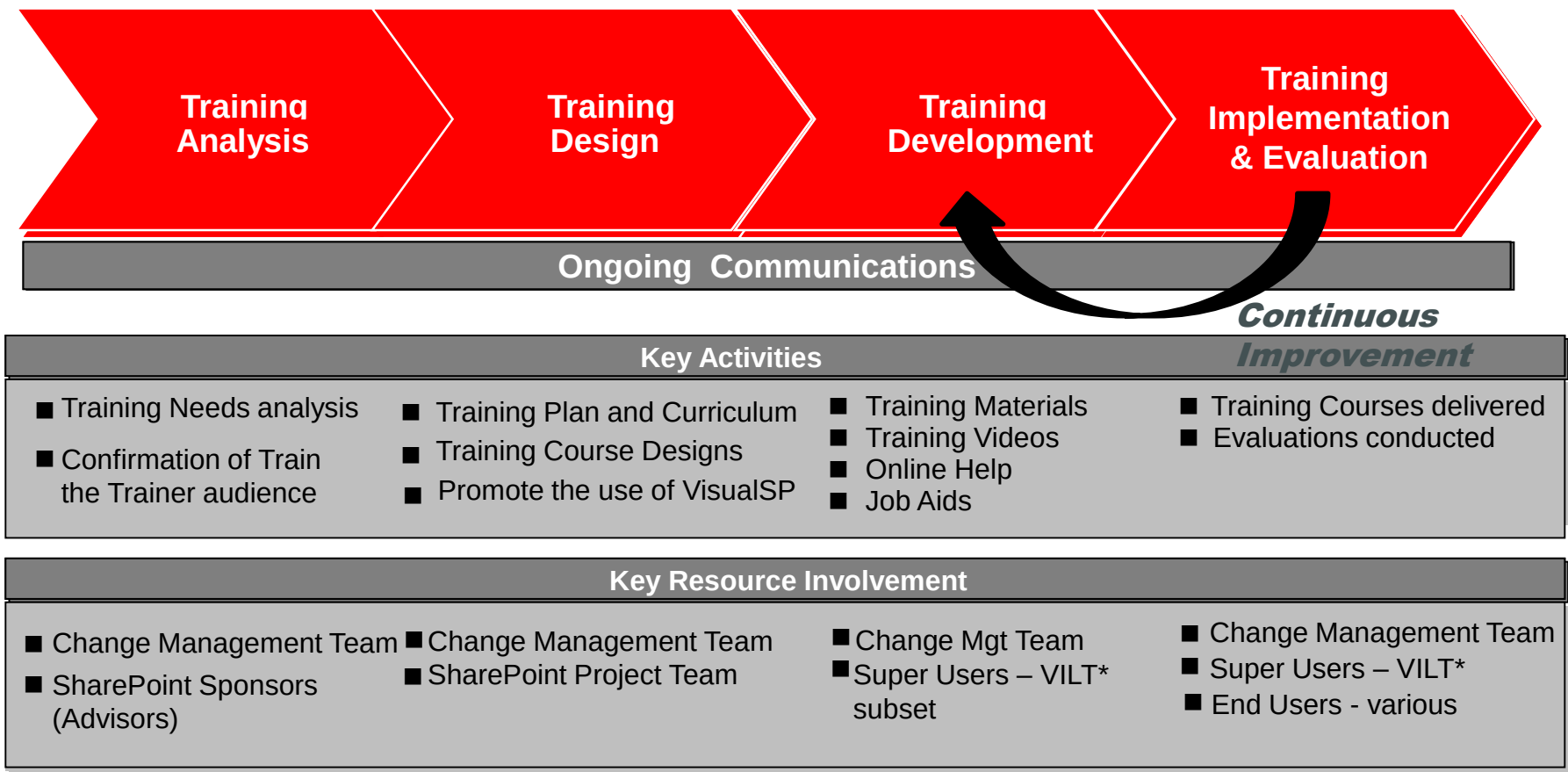


CHANGE MANAGEMENT JOURNEY



TRAINING LIFECYCLE

End-to-End Approach for Learning Design, Development, and Delivery



* **VILT:** Virtual Instructor Led Training

THANK YOU + QUESTIONS?



Key Learnings:

- ☐ Engaging Super Users and business area POCs
- ☐ Coordinating with Network and Security teams
- ☐ Training Site Owners and End Users
- ☐ Frequent SharePoint and VisualSP demonstrations
- ☐ Leveraging SharePoint lists to manage Super User/POC info
- ☐ Leveraging SharePoint for project materials and task tracking
- ☐ Turn around times on Change Requests
- ☐ Pre Deployment Prep Calls
- ☐ Communications content and schedule
- ☐ Hypercare approach and Self Help

APPENDIX

TRAINING LEVELS AND DELIVERY METHODS

Align training with out of the box SharePoint groups first and focus more detailed training where additional responsibility and complexity exists

TRAINING LEVEL	SharePoint Group	Curriculum Topics	Delivery Method
Level 1	Visitor	Navigation	• Online – job aids
	Contributor	Author content (collaboration) Document Library Metadata tagging Co-authoring	
Level 2	Content Owner (contributor with additional responsibilities – e.g. approve/reject content)	Contributor topics Lists Calendars Create new content types	• Online – job aids • Online – videos
Level 3	Site Owners (Admin oversight and experienced user)	Level 1 and Level 2 User topics Configurations (incl. permissions) Security of the site	• Train the Trainer (TtT) for subset of Super Users • Virtual Instructor Led Training by TtT group • Record and post to SPC • Weekly meetings to cover key areas of most advanced topics
	Site Collection Admin NOTE: None exist today at Client X within the organizations	Branding Configure metadata term store Global navigation Site Collection Security and other configurations	

COMMON SHAREPOINT TERMS

What is SharePoint *OnPremises* or 'on-prem'?

- SharePoint OnPremises is a SharePoint environment that is hosted by Client X.

What is SharePoint Online?

- SharePoint Online is a SharePoint environment that is hosted in the Cloud by Microsoft (not within Client X's data center).

What is the *Cloud*?

- An environment that provides web based application and data to computers and other devices.

What is **SharePoint 2016**?

- SharePoint 2016 is Microsoft's newest version of OnPremises SharePoint.

SharePoint Governance 101

Governance is the set of policies, roles, responsibilities, and processes that control how Client X work together to achieve its goals for using SharePoint.

- ❑ Five Focus Areas of SharePoint Governance that will enforce established rules for SharePoint environment, mitigate problems, remove barriers, and help drive solutions
- ❑ Support from a Community of Practice that provides expertise and passion for SharePoint at Client X

