

SharePoint



SharePoint is a secure place for you to store, organise, share, and access information from almost any device. It allows for seamless collaboration, document storage and retrieval, intelligence and insights underpinned by enterprise-grade security and compliance. Example uses of SharePoint are:

- As a company intranet – sharing internal information and announcements.
- For team sites – this is where everyone you work with, both inside and outside your organisation, comes together in real time to get work done – creating and sharing content.
- For collaboration – work on documents at the same time with colleagues.
- File retrieval – securely store the correct versions of documents, and easily access them through search facilities.
- Key performance indicators (KPIs) – present company or department KPIs, and easily update and share them.

- Workflows – trigger automated workflows across SharePoint and other Office 365 applications to make work easier, and the outcomes more certain.

SharePoint Consultancy

Acora can provide a consultant to run an onsite workshop, they will gather all of your businesses requirements, and will conclude how much work is required for each deliverable.

The outcome of the workshop will be a document describing expectations, Acora's deliverables for the solution, design of the solution, estimated timeline for delivery and any associated commercials. This process normally takes three days to complete.

SharePoint Deployment

Acora typically deploys Microsoft SharePoint Online using an Office 365 subscription, to provide an online portal suitable for storing

documents & tasks. SharePoint 2016 on-premise is also available. A typical deployment includes the following features of SharePoint:

- Online SharePoint deployment
- Creation of bespoke portal to store company documents, such as the following:
 - » general documents
 - » health & safety documents
 - » environmental documents
 - » quality documents
- User tasks
- Document management
- Task management
- Team sites
- Workflow and KPIs

Our Methodology

When deploying SharePoint, Acora will carry out the following:

- Run a workshop to capture detailed requirements and agree on the components, format and design of the site.
- Design a solution based on the

Feel free to get in touch. We're here to help.

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Acora Datasheet SharePoint



- workshop results.
- Build the main SharePoint site, which will include:
 - » The configuration of the main Microsoft portal with access control to the admin site.
 - » The configuration of the primary functionality of the main site such as:
 - » access control management
 - » customised document library with version control
 - » bespoke tasks lists
 - » customised announcements
 - » an archive document library
- Build a department site template as standard.
- Create a web part to serve forms (e.g. health and safety forms).
- Provide documentation to describe the way the features have been developed.
- Provide training for nominated super-users and also for general users.

The full solution and features design will be refined and presented to you for validation after the initial workshop has taken place.

At Acora, we appreciate that every project will differ and can cover several phases, especially as your organisations use of SharePoint grows. We're experienced in linking together all Microsoft applications within Office 365; whether that's Teams, Yammer, PowerApps, PowerBI or Flow etc - we can help.

Business Outcomes

Typical outcomes of a SharePoint deployment are:

- The ability to keep controlled versions of key documentation within the portal.
- The facility to set-up alerts for key members of staff when a document is reviewed or renewed.

- Capabilities to easily assign tasks to users and monitor users task output.
- Improved accessibility to the application.
- The ability to replace existing systems that are complex, and do not meet business needs around documentation & tasks.

Cloud Based Platform SharePoint Online

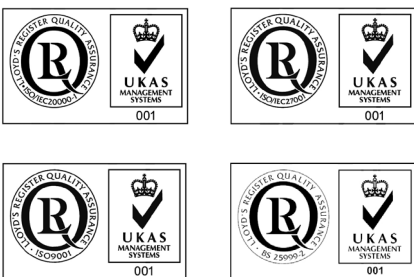
The SharePoint platform will typically leverage the mature Microsoft Cloud service model – 'SharePoint online'. This solution presents the advantage to save on deployment costs, infrastructure costs and licencing. This is because there aren't any server or services to deployments, or any storage or resources to manage.

There are various levels of service which can be selected too, such as the 'SharePoint online plan 2', which gives you access to the same features available to the on-premise enterprise solution.

SharePoint online also offers 99.9% availability service level agreements. This makes it one of the most reliable platforms available on the market, where you don't have to worry about the infrastructure management.

Storage Capacity

SharePoint online includes 10Gb of storage as part of your default subscription. This is supplemented by 500Mb per user account. If you require more storage, Microsoft provides the option to purchase more space on a yearly basis. Pricing is available upon request.



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