

# Partner Services

## Microsoft SharePoint 2007 Scoping – FastStart



### DESCRIPTION

SharePoint is Microsoft's fastest-selling server application and this offering is designed to simplify the take-up of the technology, by defining the end-users' SharePoint project plan, specifying the licence requirement and contributing to both licence and service revenues.

The offering centres around a SharePoint Consultant to hold group and breakout sessions to scope and provide a high-level plan for a SharePoint project requirement with pricing and timeline estimates.

De-mystifying SharePoint and offering a plan to move forward are key steps to partnering with your customer and being seen as a real solution provider.

### DELIVERABLES

A collaborative document which reviews the findings from these sessions relating to the business objectives, detailing recommendations to attain these, the options available and to recommend the best way forward with a high-level plan to guide with costs and a road map of subsequent phases.

### PARTNER BENEFITS

- A fixed cost, easily defined and positioned consultancy package with up to 25% margin for the partner.
- Earn repeatable consultancy revenue in this exciting and growing area and earn further margin from any subsequent SharePoint consultancy work.
- Be seen as a one-stop shop for all SharePoint needs and lock out your competition.
- Develop and enhance your business relationships with your clients.

### CUSTOMER BENEFITS

- De-mystifies SharePoint.
- Guides to a deliverable solution.
- Achieves buy-in from end-users ensuring successful uptake of the system.
- Provides high-level roadmap of requirements, timelines and indicative costs.

### END-USER PRICE

£5,000

### SCOPE OF WORK

Price is for a group selection and planning meeting, 2 half-day group sessions and breakout meetings as required (usually with HR, finance and compliance); documentation to outline high-level scope for the next phase of work, hardware and software requirements and indicative costs for consultancy and presentation on the findings and recommendations.

The group selection and planning meeting will:

- Define the solution direction for the sessions (e.g. document/records management, intranet, extranet, website, content management, forms services, workflow, search, portal, business intelligence).
- Select a group to attend the two half-day sessions.
- Customise agenda.
- Timetable session dates.

The half-day scoping sessions will include presentations and round-table discussions to:

- Introduce SharePoint through interactive demonstration.
- Define the business areas to be improved.
- Analyse current working practices and environments.
- Uncover "Pain Points".
- Analyse taxonomies and security considerations.
- Design a high-level implementation roadmap.

The breakout sessions will uncover the special requirements typically defined by IT, finance and HR departments and compliance protocols. Documentation of findings will cover:

- Review of information gathered.
- Relate findings to the business objectives.
- Recommended best steps to achieving business objectives.
- Outline of risks and options available.
- Collaborate on scope of subsequent phase to define scope of work to meet objectives, timescales and budgets.

The final stage of the FastStart is a presentation of findings to the management team to field questions on any of the points raised, the findings, the roadmap and the recommendations.

## ACCEPTANCE CRITERIA

Delivery of the agreed report that outlines the requirements with costs and timescales in line with the business objectives.

## EXCLUSIONS & LIMITATIONS

The package does not include:

- Installation or configuration of WSS or SharePoint.
- Delivery outside the normal working hours (0900-1730 Monday to Friday).
- Group for the scoping sessions should be made up of the same people with the sessions held no more than two weeks apart.
- Group size should be no more than 20 attendees.