

Sharing ownership of collaboration: Creating a SharePoint community at QUT

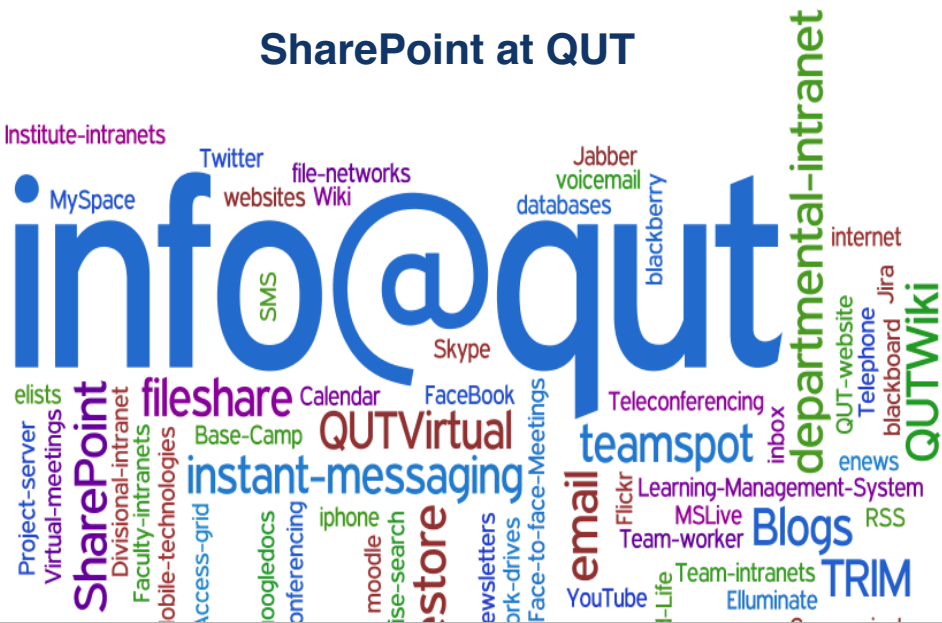
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Queensland University of Technology

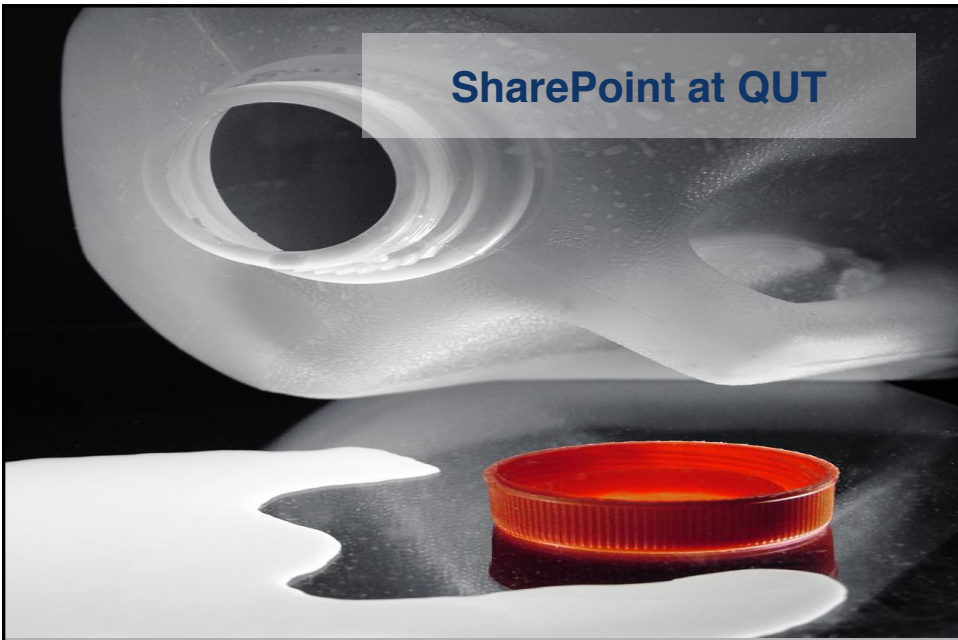
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SharePoint at QUT



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Related Projects

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Sharing Ownership

- Central Support
- User Community
- Roles and Governance
- Future Goals



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SharePoint migration project



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Post migration – lessons learned

Before you migrate do these things:

1. Define governance
 - especially roles and responsibilities
2. Maintain content
3. Formalise contacts

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Community Meetings

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SharePoint User Community

TLS > Collaboration > SharePoint User Community

Welcome to the SharePoint User Community site

This is a site for collaboration by the SharePoint User Community Group. Details of group meetings, meeting presentations, upcoming events and other resources are made available here. To join the SharePoint User Community contact Natalie Ryan on x81309 email n.ryan@qut.edu.au or Carla Tessier on x85183 email carla.tessier@qut.edu.au.

Announcements

Be Heard 13/04/2011 4:12 PM
by Carla Tessier

Get involved in the discussion of what you would like more information on within the SharePoint User Community. Help us plan useful presentations for the year. What are your burning issues or innovations you would like discussed in more depth? Let...

Groups and Permissions 13/04/2011 11:34 PM
by Carla Tessier

The presentation from the SPUC in the last meeting and available. The members for links to the Active Directory groups is listed in the presentation.

Online resources

■ Add new announcement

Current docs you may need

Type	Name	Title	Modified	Modified By
Document	TMP_ExternalSharePointSites_20110301_NR	Template for external SharePoint site Proposals	15/04/2011 9:39 AM	Carla Tessier
Document	PRE_PermissionsforSPUC_V1_20110408	Groups and Permissions Presentation	15/04/2011 9:39 AM	Carla Tessier

■ Add new document

User Group Meeting Presentations

URL	Presenters	Meeting date
SharePoint Update April 2011	Natalie Ryan	12/04/2011
Permissions and groups	Carla Tessier	12/04/2011

Upcoming Meetings

- 17/05/2011 1:00 PM SPUC - KSI [view](#)
- 21/06/2011 1:00 PM SPUC - GP [view](#)
- 26/07/2011 1:00 PM SPUC - KSI [view](#)

■ Add new event

Agenda

Subject

- SharePoint 2010 Upgrade Update [view](#)
- Presentation - TLS Finance & HR Services Site [view](#)
- SharePoint apps for your iPad or iPhone

■ Add new item

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Balancing User Priorities

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Discussions

2011 Priorities

Space for discussion about priorities for developing SharePoint in 2011

New Actions Settings

Subject	Created By
Searching	
SP2010	

SharePoint stan Started: 8/12/2010 4:21 PM

Nintex purchase **SP2010**

Performance Our priority would be to have SP2010 installed for the following reasons:

Workflow tool 1. Accessibility

SharePoint temp The main benefit I see from SP2010 is

- WCAG 2 Compliant for accessibility
- More cross browser friendly than b
- Mostly table-less layout

This is important from two perspective

QUT Governance

From a Governance perspective our S compliant due to the above reasons.

End User "Happiness"

Suggesting to Mozilla / Safari users th

Posted: 4/01/2011 10:22 AM by

I agree - upgrading to 2010 is really critical as many people around the uni do not run Windows (and there

Show Quoted Messages

Posted: 18/01/2011 10:44 AM by

Seconded. Getting better functionality for safari and Firefox clients (the third of my staff who are not on a really help with uptake of the service.

Show Quoted Messages

Posted: 31/01/2011 3:29 PM by

I agree. Upgrade is a good idea to enable better accessibility.. but are we ready? Are there other things w



User development




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Developing governance



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Step 1 = Despair

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U
UNIPOINT

Step 2 = networking

Home UniPoint 2010 Registration Collaboration Contact us

UNIPOINT :: HOME

Welcome to UniPoint!

Introducing Unipoint 2010

In partnership with Microsoft, UniPoint 2010 will be hosted by The University of Sydney in September 2010. This collaboration forum - the first of its kind - will bring together representatives from the universities around Australia which use SharePoint.

Key highlights of UniPoint 2010 include:

- Overview of SharePoint deployments by Australian and international universities
- Research and SharePoint collaboration
- Supporting SharePoint operationally
- Delivering a successful implementation of SharePoint on time and on budget
- Automated workflows
- The future of SharePoint in the tertiary sector
- The latest SharePoint research tools

History

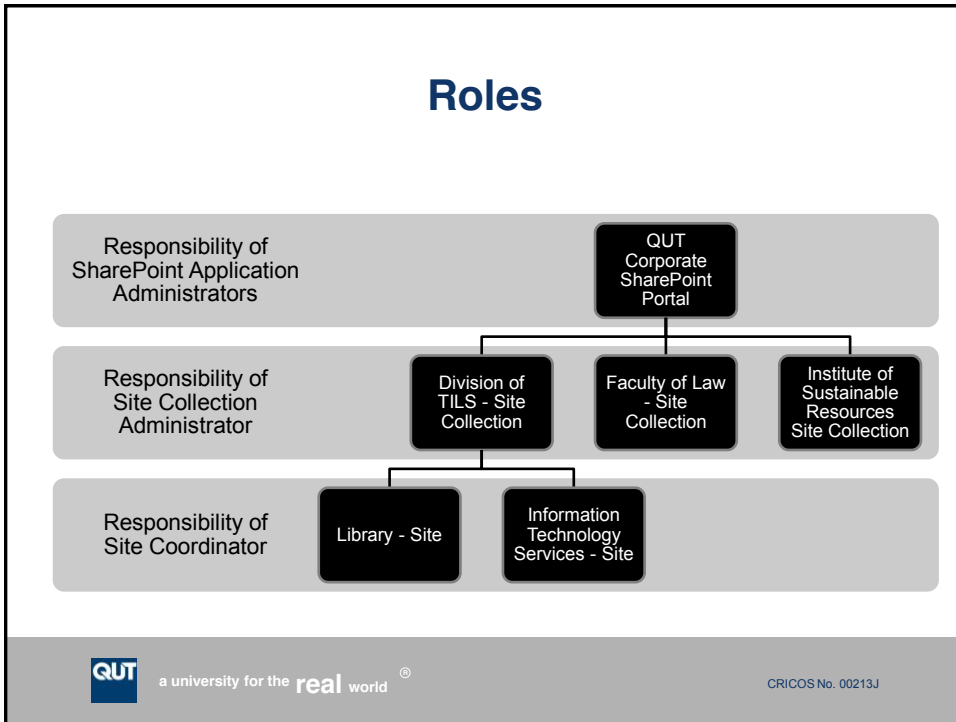
Collaboration, both internal and external, has long been a cornerstone of universities. While the tradition of sharing knowledge remains unchanged, its methods have certainly evolved from the humble pen-and-paper.

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Step 3 = Making a start

1. Purpose of this document	7.7. Third party products & 'add-ons'
2. Use of SharePoint	7.8. Requesting new Site Collections
3. Service ownership	8. Access – audiences
4. Definitions	8.1. Use of Groups
5. Roles & responsibilities	8.2. Requesting access
5.1. Readers	8.3. Requesting Access for External Audiences
5.2. Contributors	8.4. SharePoint for Teaching and Learning
5.3. Site Coordinators	8.5. SharePoint for Research
5.4. Site Collection Administrators	9. Learning resources
5.5. Helpdesk staff	9.1. Training – internal
5.6. SharePoint Application Administrators	9.2. Training – internal contracted
5.7. Communications Technology Specialist	9.3. Sandpit
6. Interdependencies	10. Support
6.1. Review of this document	10.1. SharePoint environments
7. SharePoint Provisioning and Information Architecture	11. Information Management
7.1. Exceptions	11.1. Principles –
7.2. Site Provisioning – process	11.2. Managing sites
7.3. Branding	11.3. Document Libraries
7.4. Site templates	11.4. Capacity
7.5. Site location	11.5. University records in SharePoint
7.6. Default groups and naming	

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Eg – Site collection Administrator

Description	Responsibilities	Skills required	Training
<p>A person who has overall strategic responsibility for all the sites in an organisational area's site collection.</p> <p>Each Faculty, Division and Institute that has its own site collection must have at least one Site Collection Administrator.</p>	<p>Review and grant requests for creation of new sites and deletion of existing sites.</p> <p>Maintain people and groups lists.</p> <p>Maintain site settings in accordance with QUT-wide SharePoint governance and their own organisational area policy where one exists.</p> <p>.....</p>	<p>Strong knowledge of SharePoint use and front-end set up.</p> <p>Strong understanding of the purpose and functionality of different SharePoint elements.</p> <p>Ability to;</p> <ul style="list-style-type: none"> • navigate and manipulate elements of SharePoint site collection, and • 	<p>Site Collection Administrators must undertake the internally-provided 'End User' training and the 'Site Coordinator' training.</p>

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