

Microsoft QuickStart for Planning SharePoint Portal Server

Plan The Microsoft® QuickStart Deployment Program is a great way to get your project moving. The Microsoft QuickStart for Planning Microsoft SharePoint™ Portal Server service is designed to provide expert technical services in the early stage of a deployment project.

Key to the value of the service is the interactive design sessions during which our consultants gather information on your environment and needs, educate your staff on the critical architecture decisions, and guide you to the best solutions. Our consultants then prepare and review an architecture document with you. The project includes the following main elements:

Requirements: The Microsoft QuickStart engagement will begin with a review of the business requirements and the vision and scope of the project. Key project criteria will be considered in the context of the organization's business objectives. Framing the vision and scope focuses the project, creating more valuable results with less risk.

Design Sessions: Our consulting team will lead a series of interactive design sessions covering the core decisions that must be made to successfully develop a first pass design. The design sessions will cover:

- **Knowledge Management Analysis:** The first step is a review of your existing document management and workflow processes, and discussion of existing content, user roles, indexing, search, and portal requirements.
- **System Architecture:** Capacity planning calculations, server configuration recommendations, and client requirements.
- **Taxonomy Design:** Now that the infrastructure is designed, we can turn our attention to organizing documents and defining approval processes.
- **Integration in Your Environment:** A key aspect of SharePoint Portal Server is its ability to integrate with existing content and security models. We will cover content sources and migration as well as integration with Microsoft and third party products.
- **Operations Issues:** Key operational procedures and monitoring practices.
- **Deployment Planning:** Customizing workflow and the portal will be discussed along with initial plans for deployment, integration, and content migration.

Interoperability: Coexistence with current systems is vital to a successful information technology deployment and migration. Our consultants will provide

direction on interoperability with existing content sources, workflow processes, and security infrastructures as needed.

Assessment: Information will be gathered on the existing environment during the design sessions so that the plan addresses any issues, including those related to legacy systems:

- Wide area network design
- Network operating systems
- Existing content sources
- E-mail infrastructure
- Proxy and firewall servers
- Document management processes
- Application integration requirements
- User population breakdown by location and role

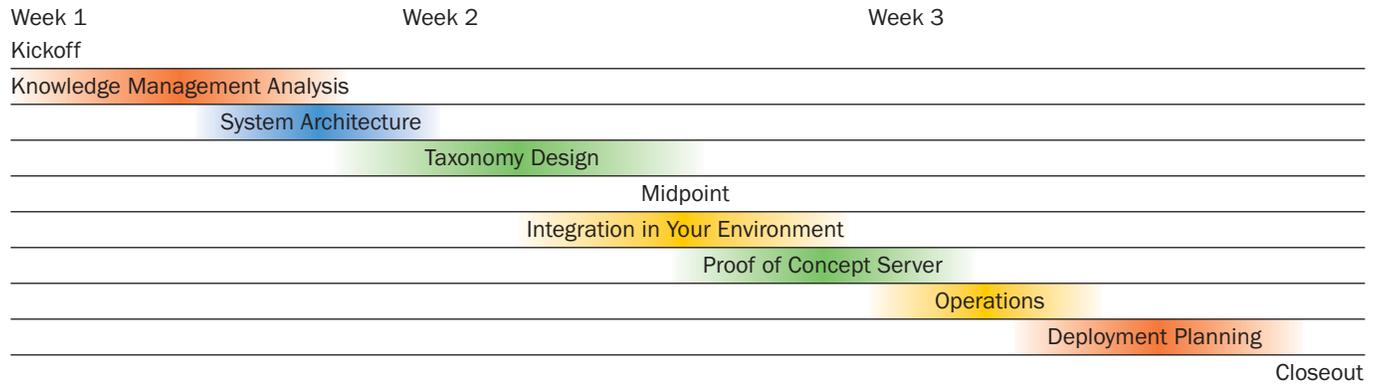
Deliverable: The Microsoft QuickStart Architecture Plan document will detail all the information gathered and decisions made during the project. It will include a summary of the next steps needed to successfully deploy SharePoint Portal Server. This summary will highlight areas unique to the environment that will require further detailed follow up.

In addition, the consulting team will install SharePoint Portal Server on one of your servers, configure it to index one or two external content sources, and load as many as 2,000 documents in 10 categories. The written deliverables and supporting materials from this engagement will be loaded as one category. This proof of concept server will illustrate many of the benefits of the system that were discussed during the engagement.



SharePoint Portal Server Time Line

The Microsoft QuickStart for Planning SharePoint Portal Server service is delivered over a two to four week period. A typical Microsoft QuickStart project schedule looks as follows:



Outline of Topics Covered

Knowledge Management Analysis

Document management process	Taxonomy
Workflow process	Security requirements
Content sources, organization, and migration	Search and indexing requirements
Department and organization roles	User load and activity estimation
	Localization requirements

System Architecture

Architecture overview	Server infrastructure requirements
Capacity planning	Software installation and configuration
Workstation infrastructure requirements	
Document management process	

Taxonomy Design

Workspace	Approval folder properties
Folder structure	Category structure
Permissions and roles	Profile customization

Integration in Your Environment

Content indexing	Integration with Microsoft products
Security model	Integration with third party products
Subscriptions and notifications	
Content migration	
Integration with existing architecture	

Proof of Concept Server

Proof of concept installation on one of your servers	Up to 2,000 documents published in 10 categories
Two external content sources created and indexed	Up to 15 workstations

Operations

Operational procedures	Performance tuning and optimization
Performance monitoring	

Deployment Planning

Portal customization	Integration with existing data sources and processes
Workflow customization	Deployment approach
Content migration	

Need a Microsoft QuickStart?

For more information on the Microsoft QuickStart Deployment Program, please contact Microsoft Consulting Services in your local Microsoft office. www.microsoft.com/business