SharePoint Deployment Planning Service Engagement Descriptions

This document is a summary of what is included in each of the SharePoint Deployment Planning Service (SDPS) engagements.

Scope of Work:
- Strategy Briefing Session (1, 3, 5, 10, and 15-day engagements)
  - Analyze business drivers
  - Assess deployment challenges and risks
  - Provide a high-level view of the features and benefits
  - Assess infrastructure optimization and automation of deployment
- Architecture Design Session (ADS) (1, 3, 5, 10, and 15-day engagements)
  - Review of the tools, technologies, and solutions
  - Review best practices
  - Develop a strategic roadmap for product deployment (1-day engagement)
  - Develop a deployment plan (1, 5, 10, and 15-day engagements)
  - Demonstration of the possibilities of automation through a Proof of Concept (5, 10, and 15-day engagements only)
- Application
  - Document that encapsulates the outputs from the engagement
    - Strategic Roadmap (1-day)—(1-Day Engagement Summary and Strategic Recommendations)
    - Deployment Plan (3, 5, 10, and 15-day)—(Engagement Summary and Recommendations)

1-DAY ENGAGEMENT DESCRIPTION
The SharePoint Strategy Briefing rapidly exposes customers to Office SharePoint Server 2007 methodologies, independent of their current environment, limitations, and blockers. During this engagement, the customer will learn about the Office SharePoint Server 2007 roadmap and how the roadmap fits with the company’s vision. The customer will also gain knowledge of how best to deploy Office SharePoint Server 2007 in the customer’s environment.

Activity
- Discovery sessions/workshops—introduce the customer to the latest SharePoint Products and Technologies, guidance, and best practices for successful deployment in its environment.
- Typically delivered as three (3) teleconference meetings or as a one-day session that will include:
• Deployment Questionnaire Review Session
• Strategy Briefing Session (SBS)
• Customized Architecture Design Session (driven by the questionnaire and SBS)

Deliverables

1-Day SDPS Summary and Recommendations—This document is a high-level summary of the information that is uncovered during this engagement. It includes customer specifics, enumerates customer-specific business issues, identifies any deployment challenges, and provides a practical approach to remediating or investigating those blockers. The customer will be able to use this document to focus further investigation and to build planning budgets and internal strategies. The delivery consultant will help to estimate potential deployments costs. Additionally, links to tools and best practices are provided. Due to the abbreviated nature of the interaction with the customer and the breadth of the materials, highly detailed information is not usually provided in this document. (1-Day SDPS Summary and Strategic Recommendations)

SDPS Delivery Evaluation Form—This document is provided to the customer on the final day. This will provide valuable data for follow up work, as well as allowing the delivery consultants to perfect their delivery style. (SDPS Delivery Evaluation Form)

SDPS Customer Survey—Online survey of the engagement to be completed by the customer.

3-DAY ENGAGEMENT DESCRIPTION—ON-SITE ENGAGEMENT DETAILS

A 3-day Architectural Design Session (ADS) starts with information gathering and understanding the business challenges; it then introduces customers to Office SharePoint Server 2007 technologies, solutions, and concepts, and explains how the technologies can meet those business challenges. During this engagement, the customer will learn about the Office SharePoint Server 2007 roadmap and learn about how best to deploy Office SharePoint Server 2007 in their environment. The delivery consultant can use pre-recorded demos and videos of solutions in action.

Activity

• An initial kick-off session with key resources from the customer, partner, and potentially Microsoft
• Strategy Briefing Session—this is similar to the 1-day engagement and has the objective to enable the delivery consultant to understand the customer’s environment, deployment blockers, and business drivers, including some specific scenarios, as follows:
  • Specific business challenges (i.e. process automation)
  • Specific IT challenges (i.e. security, administration, capacity)
  • Deployment issues
• Architectural Design Session—introduces the customer to the technologies and processes that are necessary to deliver a successful deployment project or engagement. The next two days will be an interactive session that includes the following:
  • Demonstration of the high-level capability of Microsoft Office SharePoint Server 2007 to resolve customer issues
  • Development of a high-level roadmap for successful deployment planning for Office SharePoint Server 2007
  • High level discussions of other topics, for example, designing architecture for the technical aspects of deployment such as Active Directory integration, security, Internet, extranet, intranet topologies, line-of-business (LOB) application integration, and infrastructure designs

Deliverables

• SDPS Deployment Plan—This document is a comprehensive summary of the information that is uncovered during the SBS and 3-day ADS, including an actionable deployment
plan. It lists customer environment specifics, enumerates identified deployment challenges, including skills, processes, and technologies. The customer can use this document to engage internal IT teams, partners, and vendors in deployment planning discussions and proposal generation. Due to the extended nature of the interaction with the customer and the breadth of the materials, detailed and specific information is provided in this document. (SDPS_Deployment_Plan_Deliverable_Template)

- **SDPS Delivery Evaluation Form**—This document is provided to the customer on the final day. This will provide valuable data for follow up work, as well as allowing the delivery consultants to perfect their delivery style. (SDPS Delivery Evaluation Form)

- **SDPS Customer Survey**—Online survey of the engagement to be completed by the customer.

### 5-DAY ENGAGEMENT DESCRIPTION—ON-SITE ENGAGEMENT WITH VIRTUAL LAB DETAILS

A 5-day engagement includes a 3-day Architectural Design Session (ADS) to introduce SharePoint Products and Technologies, solutions, and concepts and two days of deployment planning for a specific Office SharePoint Server 2007 capability (see capability description below). It is mainly designed to provide deep guidance on specific Office SharePoint Server 2007 solution capabilities that provide value within the customer’s environment with specific focus on the following:

- Assisting customers to create a plan and use best practices for deployment of Office SharePoint Server 2007 in the customer’s environment
- Gaining knowledge of the best practices for information architecture, document management, governance, site planning and management
- Understanding how to optimize Office SharePoint Server 2007 for better performance and capacity

**Activity**

- Activity will include a 3-day ADS engagement (see above)
- **Customized Capability Planning and Deployment Roadmap** (2 days)—This is a more technical review of one Office SharePoint Server 2007 capability that solves a customer-specific pain point. Customers can select from one of the three capability options:
  - Portals and Collaboration
  - Enterprise
  - Search

**Deliverables**

- **SDPS Deployment and Environment Customizations**—This document is the same as the SDPS Deployment Plan Template with an added section to capture the specific environment customization details of the 5-day offering. This level of detail is an important output from the additional technical review sessions in this offering. (SDPS Deployment and Environment Customization Plan)
- **SDPS Delivery Evaluation Form**—This document is provided to the customer on the final day. This will provide valuable data for follow up work, as well as allowing the delivery consultant to perfect their delivery style. (SDPS Delivery Evaluation Form)
- **SDPS Customer Survey**—Online survey of the engagement to be completed by the customer.

### 10-DAY ENGAGEMENT DESCRIPTION—ON-SITE ENGAGEMENT WITH EXTENDED CUSTOMER LAB DETAILS

A 10-day SDPS engagement starts with a 3-day Architecture Design Session (ADS) to gain understanding of the customer’s scenario and introduce the technologies, solutions, and concepts. Two days about deployment planning for a specific Office SharePoint Server 2007
capability are immediately followed by a 5-day proof of concept project that demonstrates the solution in the customer’s environment. The engagement will mitigate or help to eliminate any risk to the customer from an Office SharePoint Server 2007 solution, by providing a proof of concept application. The customer will select one of the specific capabilities for the pilot project, and the consultant will provide a specific implementation, by using Microsoft applications and the customer’s hardware and software environment.

Activity
- A 3-day ADS
- 2 days of deployment planning
- 5-day Customized Capability Proof of Concept (POC)—Demonstrating the use of one of the following solutions in a customer environment:
  - Search POC
  - Portals and Collaboration POC
  - Enterprise Content Management POC

Deliverables
- The same as the 5-day deliverables.
- High-Level Project Plan—describes how the project is organized and managed; it will help facilitate an understanding of the overall approach to the project by including information about the team, communication, documentation standards, change management, and configuration management. It will also assist in project milestones, reviews, and approvals and help to identify gaps and inconsistencies in the project. (SDPS High-Level Project Proposal)

15-DAY ENGAGEMENT DESCRIPTION—ON-SITE ENGAGEMENT WITH EXTENDED CUSTOMER LAB

A 15-day SDPS engagement starts with a 3-day Architecture Design Session (ADS) to gain understanding of the customer’s scenario and introduce the technologies, solutions, and concepts. Two days about deployment planning for a specific Office SharePoint Server 2007 capability are immediately followed by a 10-day proof of concept project that demonstrates the solution in the customer’s environment. The engagement will mitigate or help to eliminate any risk to the customer from an Office SharePoint Server 2007 solution, by providing a proof of concept application. The customer will select one of the specific capabilities for the pilot project, and the consultant will provide a specific implementation, by using Microsoft applications and the customer’s hardware and software environment.

Activity
- A 3-day ADS
- 2 days of deployment planning
- 10-day Extended Customized Capability Pilot—Demonstrating the use of one solution in a customer environment (same as the 5-day descriptions of capabilities)

Deliverables
- The same as the 5-day deliverables.
- High-Level Project Plan—The High-level Project Plan describes how the project is organized and managed; it will help facilitate an understanding of the overall approach to the project by including information about the team, communication, documentation standards, change management and configuration management. It will also assist in project milestones, reviews, and approvals and help to identify gaps and inconsistencies in the project. (SDPS High-Level Project Proposal)