

# Discover a new way to collaborate with SharePoint

## About atSistemas:

We are a consulting, IT services and software development company created in 1994 with more than 1,700 professionals. We offer innovative solutions and help more than 400 clients in their Digital Transformation, as well as work on international projects



## New Department Site

. We address organizations that are working with Microsoft 365 and want to discover the collaboration and teamwork possibilities of SharePoint online and Microsoft 365 ecosystem.

The goal of the service is to create a group site for a designated pilot department of the organization.

The site will contain a space to publish news and a calendar of events, in addition to the document management for the department. Both news and events will be the types of content provided by SharePoint Out of the Box.

For the document management, extended document libraries will be used, along with the necessary columns to contain the metadata that is agreed with the customer.

Also, a folder structure will be created and redefined during the definition of site governance, along with an alert system will be added to warn when documents are added or any of them are modified

# Clear the Clutter of Files, Tasks, and Apps

## Benefits of collaborating with SharePoint Online

SharePoint is a place for all creative files such as app codes, audio clips, graphic designs, videos, articles, invoices, etc. SharePoint offers other tools like data analysis, website templates, knowledge base templates, and project management workflows.

1. **Saving Money.** You may already be paying for it through Microsoft 365 subscription. Avoid unnecessary spending on apps and tools by using SharePoint as the primary productivity tool.
2. **Data Security.** Governments and big organizations trust the SharePoint ecosystem with their sensitive data. So, you can store your creative work on SharePoint for collaborative work without any fear of intellectual property theft.
3. **Scalability.** The scalability of the tool allows you to budget your cost towards productivity tools. If you see an inflow of too many projects from different clients, you can change the subscription to accommodate more resources and projects. When projects ease off, you can switch to low-paid plans.
4. **Multipurpose Usage.** A higher level of flexibility and multipurpose utility means that you can keep using SharePoint as the chief productivity tool while you keep changing your roles or creative skills. You can use a template when one project ends, and you need to start another one. You can minimize the budget by avoiding multiple app purchases.

## Implementation and deliverables

This service will be carried out in three phases:

1. **Definition of governance.** Such as user profiles and permissions, folder structure or deletion policies.
2. **Build.** The site creation and all necessary elements will be created
3. **Delivery and training.** A training session will be scheduled jointly with Department for the delivery of the site and the documentation.

The documentation included in the proposal is as follows:

- Site Deployment Manual
- Technical site design
- User manual.

The estimated duration of the project for a small department consisting of 10 to 20 people is **five weeks**.

We are constantly growing with the spirit of a start-up, creating value and attracting talent.

Our offices are located in Madrid, Barcelona, Cadiz, La Coruña, Santiago de Compostela, Mallorca, Zaragoza, Huelva, Seville, Milan and Lisbon

