

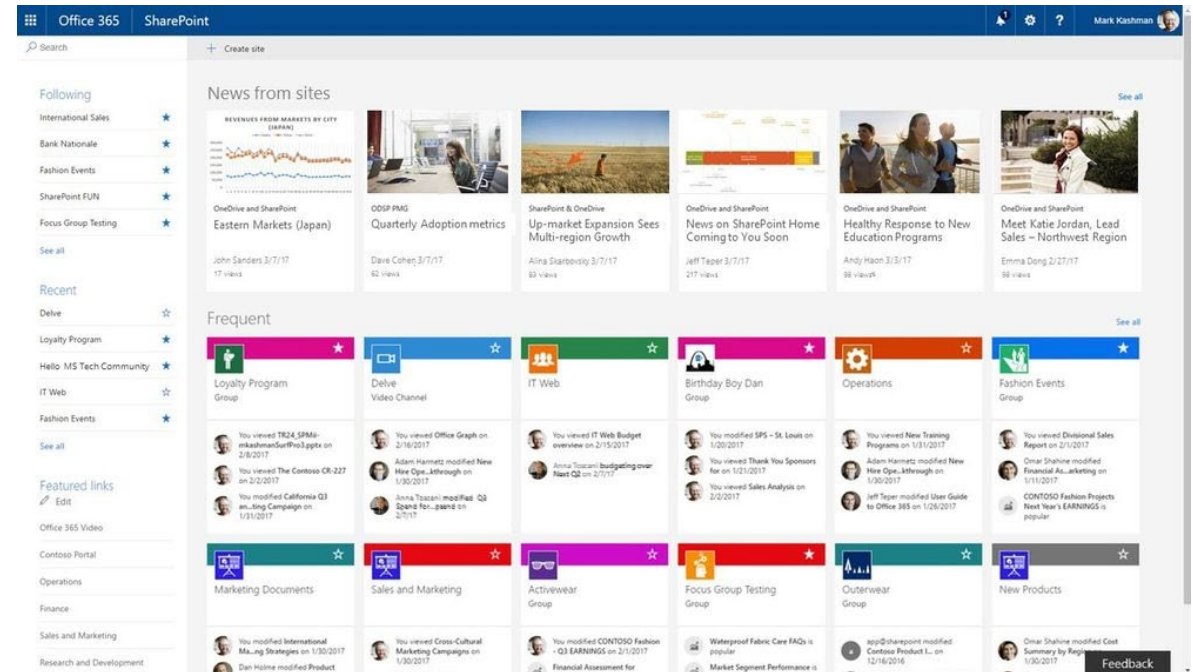
FastTrack

 SharePoint
from
 OfficeLabs

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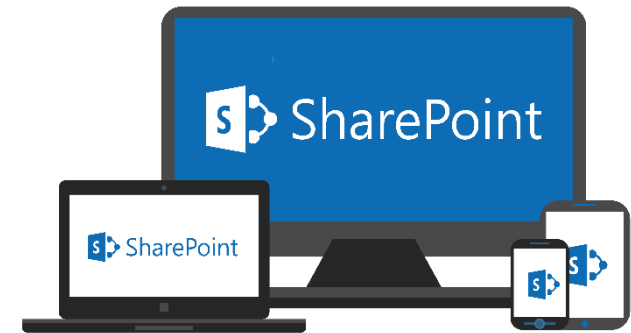


WHAT IS FASTTRACK SHAREPOINT?

FastTrack SharePoint is an out of the box Intranet built on standard Microsoft SharePoint components that will remain compatible with Office 365 as updates are released.

Is your organisation looking for a SharePoint Intranet with sub-sites for operations, services, policies and templates?

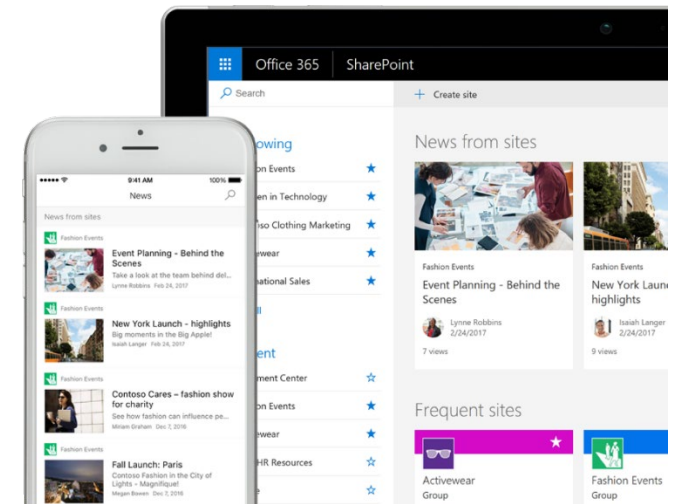
- We offer a significantly reduced deployment lead time by implementing a pre-built site structure
- We use the latest features available in SharePoint Online
- We create sites that will map to the organisation's structure; content types, policies and existing document types
- We provide a fast-track platform that is fit for purpose and will be ready for use in weeks, not months
- We can (optionally) migrate your data from traditional file stores to SharePoint for improved data governance



KEY BENEFITS OF FASTTRACK SHAREPOINT

- Rapid SharePoint Intranet deployment
- Increased user adoption
- Improved user experience
- Greater information security
- Simple maintenance
- Reduced administration
- Life-cycle management
- Data compliance (GDPR)

We can help you to get immediate value from the improved collaboration, reporting, governance, workflow and automation capability from SharePoint, without a protracted development and deployment process.



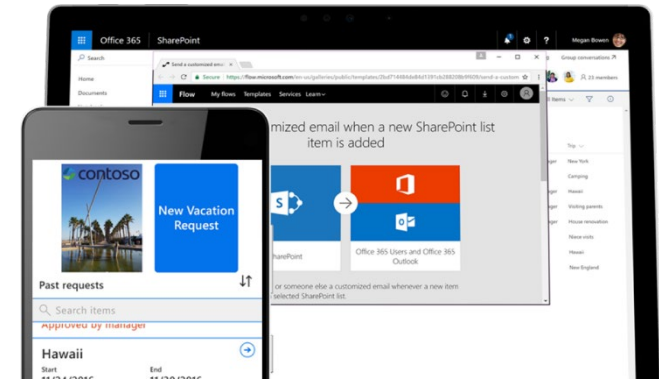
KEY FEATURES OF FASTTRACK SHAREPOINT

FastTrack SharePoint helps your organisation to realise the benefits of collaboration without the complexity.

We provide guidance, resources and a framework as you go through the Microsoft Office 365 SharePoint rollout process. Our team can manage the entire project, from planning, delivery and adoption of SharePoint.

With a FastTrack SharePoint you can expect:

- Express implementation and configuration
- Clean, modern interface
- Easy to use and update
- Content types and workflow built-in for behind the scenes management
- An extendable collaboration solution
- Microsoft compliant



FASTTRACK SHAREPOINT SUPPORT

Using SharePoint is very straightforward, but you may want the reassurance of being able to contact us once the project is over to ask us for technical help or completing certain tasks within your portal.

Our FastTrack SharePoint Support can help mitigate any problems you may come across when using the SharePoint site.

✓ ***FastTrack SharePoint Support is a fully managed service and offers phone and email support.***

This means you can contact us as and when required during business hours via whichever means of communication you prefer, all while being assured of a speedy, helpful response.

✓ ***FastTrack SharePoint Support works on an annual contract which scales on a per-user basis.***

No question or query is too small, and we guarantee to reply to all support issues raised with us and help you resolve any problems you encounter.

NB: If an annual support contract isn't suitable for your organisation, we also offer Retained Technical Services which can be purchased in blocks of time.

NEXT STEPS

Discovery Phase and Business Case. We will...

- ✓ *Define and meet project audience and team*
- ✓ *Re-confirm all identified requirements and limitations with project team*
- ✓ *Liaise with Infrastructure team to plan environment and 0365 tenancy*
- ✓ *Formalise project milestones and deliverables*
- ✓ *Create statement of works and commercial proposal*
- ✓ *Assist with creation of business case*