HOW TO BE MORE PRODUCTIVE WITH SHAREPOINT®

BY BAMBOO SOLUTIONS

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INTRODUCTION

SharePoint is widely used by organizations as a secure platform to store, organize, share and access information from almost any device. It's a tool that has been used in the corporate world for over a decade, helping organizations build sites, communicate more effectively and easily synchronize collaborative applications. That's why SharePoint is regarded as a dependable and efficient resource because of its ability to operate as an on-prem platform, hybrid or cloud.

Before moving forward, it's also important that organizations develop an effective and practical project management process when deploying SharePoint or migrating to a new SharePoint version. It is equally as important to implement the necessary resources to plan, deploy, maintain and support a SharePoint implementation. Minimizing uncertainty and risk can be accomplished by proper logistical and resource planning.

As the old adage goes, "if you fail to plan, you..." Well, you know the rest.

BEFORE YOU DO ANYTHING ... DEVISE A PLAN

A recent 2015 study conducted by AIIM, revealed that almost half of SharePoint customers lack a clear strategy. What's even more alarming is that many SharePoint users often tell us there is no "high-level" agreement among their staff about what role SharePoint should have relative to email, voice communications and the various social media approaches.

In order to maximize SharePoint's full potential, a company must first identify what their organizational weaknesses are, and investigate how SharePoint can remedy those weaknesses. By creating a plan, specifically an information architecture plan, you can define the users, business needs and content in an objective manner. This will help you get a good read on your organizational needs which is just as important as implementing the SharePoint server.

OPTIMAL ORGANIZATION IS THE KEY TO SUCCESS

Think about a small startup company at its inception. There are maybe only a handful of employees at first and everyone can effectively communicate their goals and ideas. Things start progressing, business picks up, and then suddenly, the company doubles/triples/quadruples in size. The once small "think tank" of original employees has now become a mini corporation. Nothing wrong with that, right? Of course not. That's what most companies hope to do from the onset—build, expand and grow.

Keeping everyone on the same page is usually the toughest task in these scenarios. Organization usually suffers first and can be a big reason for any sort of bottom-line drop-off or inability to justify a company's expansion. SharePoint helps remedy this situation because it keeps business collaboration intact. At the onset of every project, the main objective should be finding a way to organize your content that makes sense for your organization.

There are several features in SharePoint that make content management easier for all types of companies. For instance, the metadata features in SharePoint allow for better content discoverability. Metadata can be many different kinds of information—a location, content type, relevant tag, a date, or a catalog item number. When you use metadata in SharePoint, you can manage the metadata centrally. It links information to your document, and when content across sites in an organization has consistent metadata, it is easier to find business
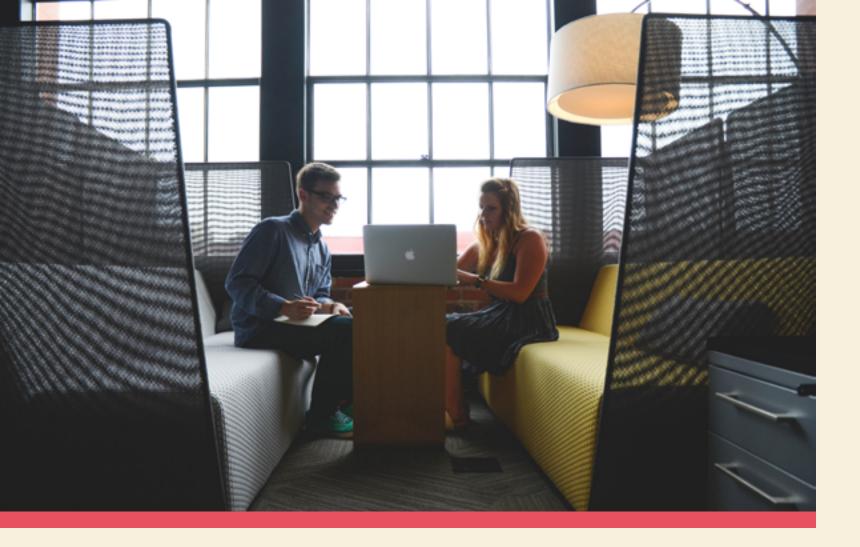
IT ALL STARTS WITH COLLABORATION

information and data via search. You're then able to control how content flows throughout your organization.

Better content management is only one benefit of moving to the SharePoint platform. A company will also minimize delays, document version confusion and unnecessary errors. They'll be able to incorporate insights learned by the front-line staff into process upgrades, which will allow managers and other higher-ups to get a glimpse into the overall process flow without having to micromanage. This all starts by having everyone on one centralized platform which instantly improves productivity, reduces redundancies and promotes efficiency.

Every company needs cohesion for productive collaboration. For the most effective collaboration, transparency in communicating is key.

SHAREPOINT PLAYS NICE WITH INTEGRATED APPS

You can easily employ collaborative, user-friendly applications with SharePoint. This is achieved by integrating applications with other tools that help improve your various business processes in SharePoint. Companies may look for add-ons in this situation if SharePoint does not meet all of its needs.

FOR EXAMPLE,

Bamboo Solutions' Workflow Conductor is an application that works within SharePoint and makes updating existing workflows very simple and efficient. By simply using a set of simple drag-and-drop building blocks, organizations can boost efficiency, eliminate errors and be on their way to automating their business processes. This is just one of many examples for add-on web applications that work well in SharePoint.

SharePoint offers specific kinds of tools and workspaces that you can use to communicate with team members, track projects, coordinate deadlines and collaboratively create and edit documents. This team site functionality offers features such as task lists, document libraries, calendars and blogs, making it easier to share information.

This helps enable efficient collaboration and can be achieved by companies of all sizes. Regardless of whether employees are all under one roof or not, SharePoint utilizes on-prem, hybrid and cloud solutions to help keep collaboration cohesive.

CONCLUSION

So there you have it. SharePoint's core benefits will help your company become more efficient, more productive, organized and improve collaboration.

After your company grows with SharePoint and you realize there is a need to make SharePoint work even better for you, Bamboo Solutions is here to help you.

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