Microsoft's Intelligent Intranet is Microsoft's Document Sharing and collaboration ecosystem. It is a combination of collaborative platforms comprising SharePoint, Teams and OneDrive. SharePoint in its simplest iteration, it is a web-based document management and sharing platform that can be used to replace a premise-(server) based File Share.

Through the use of selective synchronization, SharePoint folders can be synchronized to a user's desktop (Mac or PC), or even a mobile device, for browser-less access while maintaining a minimal storage footprint with on-demand downloads. The added benefit to this platform is that shared documents can be securely accessed anywhere in the world with internet access through a web browser via your Microsoft Office 365 authentication credentials. OneDrive functions as a web-based personal folder with the ability to share specific libraries or file-level documents with colleagues, both internally and externally. Microsoft Teams is a unified communications platform that combines persistent workplace chat, video meetings, file storage, and application integration.

The Intelligent Intranet can do a lot more than store files; however: when used in conjunction with PowerApps and Workflows, it can be a transformative web-based application and automation utility to facilitate business processes. Examples of advanced configuration that we could demonstrate for you include:

- Forms and approval workflows for submitting and approving vacation requests and displaying this data on a calendar
- Applications to track and approve expense reports
- Complex file libraries with granular access and editing permissions
- Comprehensive meta-tagging and search capabilities
- Data loss prevention policies to ensure data is not shared and is encrypted even when downloaded

Our two-week Discovery and Assessment goes through how your organization can leverage SharePoint, OneDrive and Teams in order to accelerate productivity in a secure environment. At the end of the assessment a deliverable of a Discovery and Design document will be given to the client with an outline of the following areas:

- Cloud Storage Policy and Implementation Guide
- Data Protection Policy and Implementation Guide
- Organization Use Policy
- Architecture Review and Design Document
- Scope of Work (SOW) to implement Microsoft technologies for a mobile intelligent intranet

SharePoint Discovery and Assessment
Empower your employees with a mobile, intelligent internet

SharePoint Discovery and Assessment Two Week Following:

Project Management

- Planning & Preparation - General
- Resource Coordination
- Time Billing
- Engineer Prep – General
- Project Kickoff Meeting
- Status meetings, as needed
- End-User Communications
- Project Timeline Planning

Week 1: Discovery & Planning

Days 1 - Demonstrate

- Demonstrate Capabilities of Modern SharePoint
    - Syncing (Library and Folder Level)
    - Workflows (Power Automate Integration) and Approvals
    - Webparts
    - File access and integration
- Demonstrate the features of Data Loss Prevention, Retention, and Auto-Classification of documents

Days 2-4 - Identify

- Identify and map customers current data repositories
- Identify customers current data classification schema
- Identify customers document security requirements
- Identify customers security and M365 groups
- Identify pilot users
- Identify use cases for SharePoint per department or group

Day 4-5 – Define

Work with designated point(s) of contact to define:

- Wireframe "Template" for sites
    - Document Libraries
    - List
    - Standard Applications / Web parts
- Shared Data for SharePoint & Teams Sites
- Personal Data for OneDrive
- Archival data for Cold Storage

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Week 2: Design and Delivery

Day 1-3 - Design

- Design & Feature Working Sessions (3-5 Sessions with key staff)
- Structure & Build Guide
- Approval Permission Structure, as needed
- Approval Workflow design, as needed
- Design Content Types & Taxonomy, as needed
- Team and Channel Design (Microsoft Teams)
- Determine technology to best fit the organization
  - Licensing requirements
  - Third party applications to be used (if any)
- Creation of Design Document
  - Cloud Storage Policy
  - Data Protection Policy
  - Organization Use Policy
  - Architectural Structure and Design

Day 5 - Delivery

Review Design Document to include sections on:
  - Use cases for SharePoint per department or group
  - Cloud Storage Policy
  - Data Protection Policy
  - Organization Use Policy
  - Architecture Review
  - Structure & Build Guide
  - Scope of Work for implementation