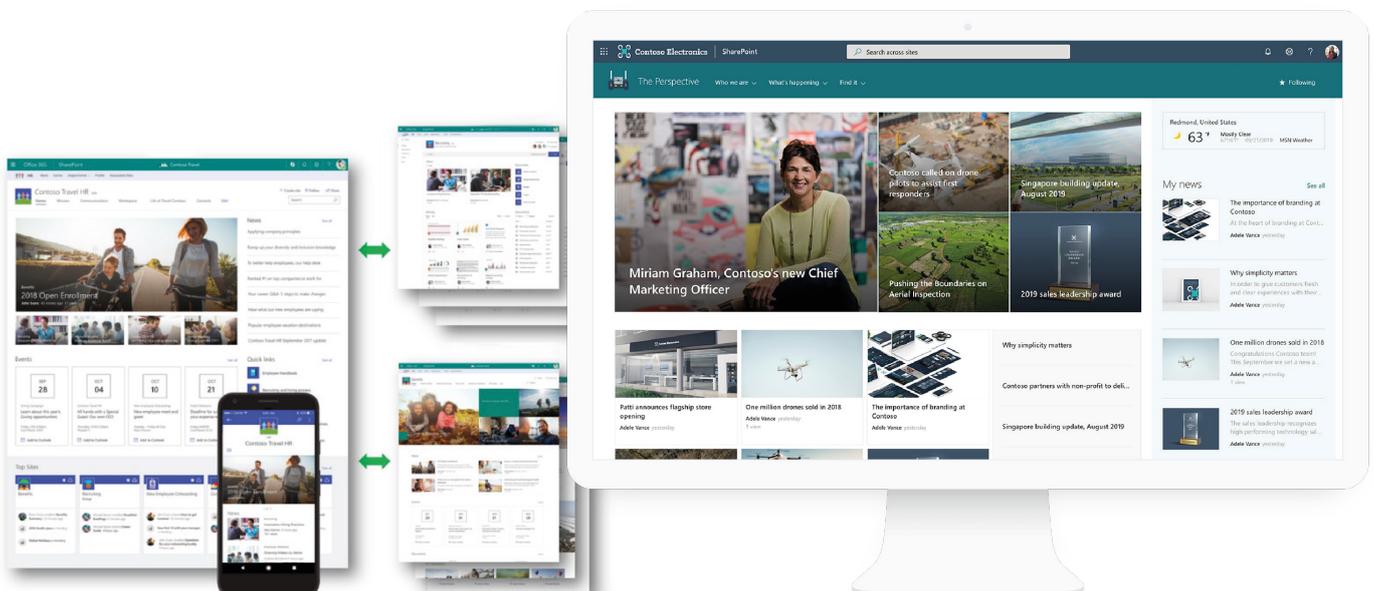




## CodeBlue: Unlocking the power of SharePoint

Across New Zealand, more and more small to mid-sized businesses are moving towards Microsoft SharePoint. With modern workplace capabilities, SharePoint empowers people to work anywhere, at any time, making it one of the most versatile and affordable cloud collaboration platforms in the market.

Adopting a modern workplace model with SharePoint is key to your employee productivity. SharePoint can effectively help your teams collaborate remotely, ensuring everyone is on the same page, all while keeping your business information safe and secure.



## Start your SharePoint journey

Here a few things to consider and discuss with your IT Partner to ensure your SharePoint migration runs smoothly and successfully.



### Plan Ahead

- ✔ Analyse the business reasons for moving to a SharePoint environment.
- ✔ Define your business outcomes covering either Intranet, documentation management or business process automation.
- ✔ Work with your IT partner to design a change management plan for staff that is aligned with your company processes and intended business outcomes.



### Getting Started

- ✔ Consider data protection requirements
  - Data Loss Prevention
  - Microsoft Information Protection
  - Security.
- ✔ Metadata vs folders – ensure you understand the metadata approach versus the legacy approach.
- ✔ Business process automation - identify which of your business processes could be automated by SharePoint.automation.



### Security

From file structures to permissions, your IT partner can work with you to design a solution that delivers the right business outcomes.

#### Things to consider:

- ✔ Analyse and review your current document structure, make sure it's compatible with the SharePoint platform.
- ✔ Review all existing network and file structure permissions.
- ✔ Decide which employees have access rights to certain information (for example, confidential documents).
- ✔ Ensure all of this is in alignment with your business processes.



### Change Management

A modern workplace doesn't happen overnight. Train your staff to get the best out of your SharePoint platform.

- ✔ Have a sound staff adoption plan in place. Be sure to include key dates and any staff instructions that are consistent with your change management process.
- ✔ Set aside training days with your teams to get them familiar with SharePoint's UX, capabilities and tools.
- ✔ Super Users/Admins will need more advanced training, so be sure to set up sessions for these users.
- ✔ Monitor staff adoption of SharePoint and follow up.

## Unlock the power of SharePoint with CodeBlue

We're dedicated to making your SharePoint journey as easy and rewarding as possible. Unlock your SharePoint potential today by partnering with CodeBlue.

- ☎ 0508 IT SERVICE / 0508 48 73 78 (FREE within New Zealand)
- ✉ [info@codeblue.co.nz](mailto:info@codeblue.co.nz)
- 🏠 [codeblue.co.nz/contact-us](https://codeblue.co.nz/contact-us)