



## Catapult Systems Microsoft Office SharePoint 2007 Delivery

Catapult Systems uses a proven methodology that ensures success by providing tools and processes that enable project teams to exceed expectations for quality, delivery time, and cost. We employ the Microsoft Solutions Framework (MSF) to provide an adaptable process for successfully delivering information technology solutions faster, requiring fewer people and involving less risk, while enabling higher quality results. Within the MSF, we have adopted a deliverables-based approach to software development and implementations. This approach defines a series of core project management principles that enable Catapult to achieve extraordinary levels of success in bringing major projects on time and within budget constraints.



Microsoft Office SharePoint 2007 Features

### Catapult SharePoint Offerings and Deliverables

Our approach for solutions built on Microsoft SharePoint Technologies defines ten high-level offerings that serve as building blocks for implementations ranging from departmental collaboration solutions to secure intranets to public Internet sites.

#### Offering 1: Solution Strategy

Catapult interviews your organization's key stakeholders and conducts a workshop to lay out a roadmap for your vision, identify key risks and success factors, and confirm project scope. This process establishes a consensus among the stakeholders for how the solution will be implemented and how it will evolve, and has as its deliverable the Solution Strategy Framework.

#### Offering 2: Site Branding

SharePoint provides a flexible model for designing a site's look and feel, to support rich and meaningful user experiences, improving adoption. We offer complete creative services, across five flexible levels of customization, to help you take advantage of this capability. Here, the deliverables may include a custom master page, graphics and custom cascading style sheets.

#### Offering 3: Infrastructure Architecture

Workshop sessions supporting the infrastructure architecture focus on the physical topology of the server farms, capacity and hardware specifications needed to support the anticipated solution. For an audience of IT personnel, these workshops cover topics including existing environment review, hardware requirements, server farms and topology, security, database storage and management, global and local performance requirements, and more. This offering's deliverable is the Infrastructure Architecture.

#### Offering 4: Application Design

This offering combines technical planning and education on the platform's capabilities, and plans for activities typically managed by IT. In addition, the application design will plan for the use of Shared Services and how those services will be distributed to supported web sites. Site administration considerations will also need to be accounted for and procedures for site provisioning documented. With a deliverable of the SharePoint Application Design, typical topics include Shared Services design, user directory import, authentication, Excel and Forms Services, site hierarchy and more.

#### Offering 5: Information Architecture

This focuses on architecting the content that will be hosted by the solution. Topics of discussion may include content types, business workflows, rights management, audit controls, content publication and expiration of metadata. The offering also includes conversations around how to configure search, and has as its deliverable the Information Architecture Requirements document.

#### Offering 6: Content Conversion

Here, we catalog content slated for conversion and develop a plan for that conversion process that aligns with the results of the Information Architecture. The conversion strategy may include details on upgrades from previous versions of SharePoint, third party conversion tools, custom developed scripts, and/or manual procedures needed to support the conversion process. The Content Conversion Strategy document is this offering's deliverable.

#### Offering 7: Custom Components and Integration

SharePoint can be used as a platform to integrate backend systems into a single unified user experience, and we provide complete custom development and integration services. In addition, complex workflows not handled out of the box by SharePoint are candidates for customization. From this offering, we deliver the Custom Components and Integration Requirements documents.

#### Offering 8: Site Upgrades

For organizations with existing solutions based on prior SharePoint releases, upgrades represent a critical element. Our three-stage process address both the technical aspect of the upgrade as well as organizational readiness. The deliverable of here is the SharePoint 2007 Upgrade Planning Document.

#### Offering 9: Product Configuration and Implementation

This includes implementing SharePoint on the physical environment agreed upon during the Infrastructure Architecture. The Site Branding, Infrastructure Architecture, Application Design, Information Architecture, Custom Components and Integration are all configured during this time in preparation for the population of content into the system. Existing SharePoint sites are upgraded in accordance with the Site Upgrade. This offering is complete once a limited production pilot environment has been established and this environment ready for the pilot group and content.

*Offering 10: Deployment and Training*

Deployment typically includes the rollout of a limited production pilot (LPP) consisting of twelve or so business users whose requirements were captured previously. The LPP validates project requirements and enables the adjustment of the solution prior to general rollout. During the LPP, this group of users will also begin to convert content to the solution in accordance with the content conversion strategy deliverable. We support pilot users for both the LPP and content conversion during this time. We also offer training classes structured with a "train the trainer" approach that is performed on the production environment. The classes include:

- SPS-101: Managing Information using SharePoint Training
- SPS-201: Site and Administrator Training
- SPS-202: Site Design Training
- SPS-301: Managing the SharePoint Environment Training

We end with a project debrief document, in which subsequent phases of the project are also planned. This offering's deliverables include the LPP Results, Training Classes, and the Project Debrief Document.

*Catapult experts are ready to help you get the most benefit from your Microsoft SharePoint solution utilizing a proven and cost-effective approach. Contact us today to tell us how we can help you.*

**Learn more today!**  
Visit [www.CatapultSystems.com](http://www.CatapultSystems.com)  
or contact 800.528.6248 or [info@CatapultSystems.com](mailto:info@CatapultSystems.com)