Suggested Steps for Developing SharePoint

- Evaluate needs and define the problem
- Determine what equipment and software you will need (on premises or in the cloud)
- Send out requests for proposals
- Get Buy In from all stakeholders: Management team, staff, IT department, board members, etc.
- Allocate or obtain funding
- Choose a project leader
- Choose your project team
- Write a project charter
- Have a project plan
- Set up a test site
- Communicate with all your stakeholders regularly
- Train administrators (IT staff) and users (all staff)
- Have a kick off meeting
- Do usability testing and listen to feedback
- Gain acceptance from users
- Keep up the interest by sending out news(letters)
- Identify deliverables at the end of the project
- Capture lessons learned
- Celebrate!

Questions?
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