

SharePoint



What is Microsoft SharePoint?

Microsoft Office SharePoint Server 2007 is an integrated suite of server applications and tools that can help improve organizational effectiveness and efficiency by:

- housing all your core business information, workflow, data and expertise in one central place
- providing comprehensive content management and enterprise search for county specific resources
- creating integrated workflows, forms, tasks and business intelligence tools without custom code
- facilitating information-sharing and collaboration within the organization for better day-to-day and future business insight

System Requirements:

Microsoft SharePoint Server 2007 requires Windows Server 2003 or higher and SQL Server 2005 or later. Windows SharePoint Services 3.0 is a slim version of MOSS 2007 and free for download. It requires Microsoft for Windows Server 2003 Service Pack 1 and SQL Server 2005 or Express edition. Microsoft .NET Framework 3.0 is also required. Minimum hardware requirements: Server with a processor speed of at least 2.5 GHz 1 GB RAM.

SharePoint Support for a Virtual Caseload

One Portal

- SharePoint provides one portal to manage information and to conduct all aspects of the Food Stamp function with no custom code or expertise required. Provides an environment where team members can easily step into the project life cycle with little or no effort. SharePoint will provide a central portal for the food stamp unit to view, track and update activity-based assignments as the work progresses through the agency's workflow.

Sharing and Collaboration Tools

- With SharePoint you can share information quickly, easily and effectively with multiple contributors. Whether you are planning a meeting, sharing ideas or making a statement, SharePoint has many tools to help you share, communicate, and collaborate such as Wikis, Blogs, Calendars, Dashboards, Meeting space, Document review and approval workflow as well as Tasks and Issue tracking.

Search for Information, Data, Documents or People

- Your search criteria are no longer limited to directories, folders, file naming conventions or dates. SharePoint supports information, data and people searches within your organization based on: file type, full-text, document properties, indexes, expertise or contextual relevance.

Content Management with Version Control and Document Properties

- With SharePoint there is one version of the truth: SharePoint provides a secure, single, central storage point where all your organization's information can be stored and viewed by your authorized team members.
- There is privacy control down to the item level. Unauthorized items are invisible.
- SharePoint content tools include record management and auditing features.

Business Intelligence without Custom Code

- Use simple techniques to aggregate information to support business decisions or build a dashboard.
- Effectively manage, repurpose content or turn data into key performance indicators without custom code.
- Monitoring business performance and reporting is easy with SharePoint's data lists, tasks and workflow.
- Identify bottlenecks in the operational workflow.

Business Process and Forms Out of the Box

- Automatically routes the work assignments to the workers. An electronic managed workflow could support staff assignments, a central calendar, eligibility activity-based processes (interview, waiting room window, eligibility determination, screening and document collection, imaging, supervisory review and checkpoints) waiting room activities, and document collection (mail, fax, drop-off box, and walk-in).
- Provides supervisory checkpoints along the workflow.
- Issue tracking for assignments, lost documents and unresolved work for workers, supervisors and managers visual and electronic notification of status through email, task lists, and key performance indicators (KPIs).

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