



EMC Business Impact Planning for Microsoft Office SharePoint Server 2007

Business Challenge

Enterprises are increasingly challenged to manage explosive information growth. As knowledge workers collaborate on projects and author documents, they require a business application to store critical information and to enable other employees to locate, access, collaborate, and act on that information. Microsoft Office SharePoint Server (MOSS) 2007 helps connect people, information, and processes in a single application.

EMC® Microsoft Practice's consulting experience has repeatedly demonstrated that the most-successful IT initiatives begin with a well-articulated definition of business needs to guide the design, development, and implementation of a technology solution. A Business Impact Planning engagement identifies, defines, and prioritizes the needs of an organization based on the intended business impact of an IT initiative. Business impact planning facilitates consensus from business leaders about the objectives and requirements of an IT initiative. For many clients, a Business Impact Planning engagement will serve to focus the organization on identifying the single business need which will deliver the greatest impact to the organization in the shortest period of time with a technology solution.

Service Description

Led by experienced Microsoft Practice consultants with MOSS 2007 project management and business analysis experience, a Business Impact Planning engagement is between three to four weeks in length. EMC's Business Impact Planning Service utilizes EMC's Assured Performance Strategic Alignment Methodology as a framework with which to design and build a holistic solution with a plan for realization of anticipated business value, both short term and over time. EMC Microsoft Practice Consultants work with your IT and business stakeholders to prioritize the strategic goals of a MOSS 2007 solution; envision the solution; identify high-impact areas of the business to be addressed; define business and technical objectives; and build consensus among business stakeholders to ensure solution viability and ultimate adoption.

- **Identify the business goals for the MOSS 2007 initiative.** Identifying whether these goals are process or functional in nature is critical to define the appropriate project scope.
 - **Process focus**—for many enterprises, the focus of a MOSS 2007 initiative is a high-value business process. Examples include centralized procurement, budget planning, project delivery, document lifecycle management, client self-service or sales-channel support. Process focus readily maps to business objectives and metrics, however, it tends to involve more upfront costs related to business process mapping, change management, and solution sophistication.
 - **Functional focus**—other enterprises generalize a set of functional requirements and define requirements, implementation methodology, and rollout based upon these functional needs. Examples include team collaboration, document management, analytics and reporting, index, and search. This approach is of most value for

organizations with known functional needs, intradepartmental focus, and limited initial budget or tolerance for change, e.g., “our people just need a simple place to store, version, and locate documents.”

Service Description Highlights

- Identify organizational objectives across the business.
- Define functional prioritization of desired state needs based upon a deep understanding of potential business impact and available technologies.
- Determine organizational readiness.
- Define baseline and desired state business architecture.
- Build consensus among business stakeholders to ensure solution viability and ultimate adoption.
- Develop a 60- to 90-day roadmap for a phased approach to implementing the solution vision.
- Define solution core tenets and best practices based upon industry experience and guidelines for long-term manageability.

- **Analyze current state.** Conduct a current state validation and definition of key systems including current processes and needs, relevant enterprise and ancillary systems, and physical architecture. These technical considerations include the current state of authentication systems, disk/SAN capacity, and other relevant business-critical systems.
- **Define desired state** based upon prioritized business goals and potential business impact.
- **Perform a gap analysis/impacts** includes prioritizing requirements and needs based upon desired state; approach; architectural best practices; organizational constraints such as budget, schedule, supportability, current standards and best practices; corporate culture; user motivations; and value to the business and end users.
- **Identify technology options** including platform capability and fit, third-party off-the-shelf options, and build options for capabilities that support portals, composite applications, business process management, enterprise content management, search and discovery, electronic forms, and business intelligence. Many SharePoint clients with requirements for robust enterprise content management (ECM) capabilities are working with EMC’s Microsoft Practice to integrate SharePoint with EMC’s market-leading Documentum® ECM product family.
- **Develop a solution development roadmap.** Design a solution based upon the approach and defined needs which leverage the selected/existing technical framework. For many clients, the next step will be a pilot or proof of concept which validates functional and technical requirements and provides a functional, working environment that begins to address the day-to-day needs of your users.

Summary of Benefits

Portals are sometimes advertised as a panacea to enable knowledge workers to increase productivity and make better and more-informed decisions. To achieve these benefits, an enterprise must address a number of factors beyond the decision about what technology to deploy. Important environmental conditions include organizational perceptions of and commitment to solution value; end-user expectations; solution viability; build vs. buy analysis; size of the organization and solution; corporate culture; budgetary restrictions; and the current state of technology and business processes. BIP addresses many of these factors and sets the stage for the MOSS 2007 solution to provide real ROI as employees are enabled with “the right information, at the right place, and at the right time.”

Business Impact Planning for a MOSS 2007 initiative will:

- Identify enterprise-wide business requirements.
 - Drive consensus/alignment—get everyone on the same page.
 - Identify technical requirements/compatibility or risks with the environment.
 - Clearly define the vision and priorities for investment in time, technology, and employee participation.
 - Reduce risk by providing a critical foundation to ensure that the MOSS 2007 solution meets short- and long-term business needs and is well accepted by its users.
 - Understand the impact of implementation/approaches and considerations.
 - Provide a roadmap—an iterative/phased plan and approach to meet your enterprise’s standards and business needs.
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EMC Microsoft Practice

EMC Microsoft Practice provides business-driven IT professional services for the planning, design, implementation, and integration of Microsoft and related EMC technologies. EMC possesses unmatched depth and breadth of expertise in Microsoft SharePoint, and .NET technologies has been utilized in over 100 successful SharePoint projects. This includes industry-leading technology strategy consulting, user interface design, application development, workflow, and application integration capabilities.

Since the product release in early 2007, EMC has seen strong client demand to design and implement solutions integrating the SharePoint 2007 and EMC's Documentum ECM product family. For enterprises that want to create solutions in SharePoint, **EMC Documentum Archive Services for SharePoint** can archive SharePoint application content to an enterprise infrastructure providing essential retention and security controls. **EMC Documentum Content Services for SharePoint** fits companies that require SharePoint as the user interface for the market leading, advanced content infrastructure application provided by Documentum.

Take the Next Step

To learn more about how the EMC Microsoft Practice can help you envision, plan, and implement Microsoft applications that integrate with EMC hardware and software, visit us online at www.EMC.com/mspractice, call 866.464.7318, or send e-mail to MicrosoftPractice@EMC.com.



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Solution Overview
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