

SITE SET-UP

Infographic

KICKOFF CONVERSATION



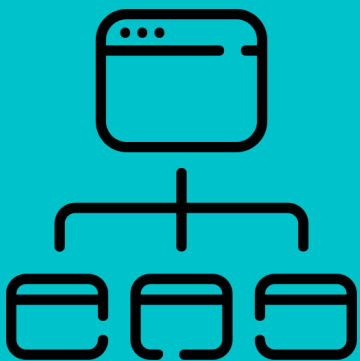
- Identify the department resource
- Kick off meeting - determine who's building the site
- New or refreshed site
- Determine who needs access
- Establish Timeline - approx 2 weeks

BACKGROUND ACTION



- Set up site
- Set up user permissions
- Grant user access
- Schedule Sharepoint 2013 training

SITE BUILD



- Share best practices
- Training session with tool limitations & capabilities
- Site architecture - specific asset locations

SITE APPROVAL & GO LIVE



- Timeline Is typically 2 weeks: 1 to build and 1 to iron out details
- Dept. resource responsible for getting approvals
- Site goes live