

Project Overview

Project: Intranet

Industry: Services

Customer Profile

Is a company into services that caters to Risk advisory Information Security transformation, Security assurance and managed services.

Requirement:

The company has subscribed to office 365 Enterprise plan. They wanted to use Microsoft SharePoint online within their organization to collaborate and automate their business processes. An intranet site was to be built for them which would help them in sharing documents and information among their employees. There was also a need, that the customers and partners can login into the site to access the permissible information.

Solution:

Adapt has built the intranet site on SharePoint online; where, the Safe plus users can login and start accessing their work. Broadly, the site consists of 3 sections namely: Work ++, Internal and External. Read below to have an overview of the functionalities that were covered under each section.

WORK++ has the prime focus on the projects in the company. In this Project Management module the projects are created, project dates are marked and a team is defined. Once a team is defined, the tasks are created and allocated to team members with their deadline dates. All the projects and tasks are visible on a Gantt chart to easily make out the work progress. A meeting manager module is also integrated along with the project management. Any meetings to be held for a project, can be created and organized from within the system and the attendees receive a calendar invitation. There are different libraries attached with the project that can be used to share documents within the

project team. An announcement board is shown on the home page to announce any new information to the project team. There also exists a private forum which has been created by extending the discussion forum; so that, on basis of the priority set for a discussion, the concerned users may receive the notification email.

INTERNAL, consists of small business processes that have been automated. A *Leave approval System*, where leave categories can be created and entitlements can be defined for each user. Employee can apply for their leaves, which needs to be approved by their managers. A Lync web part is configured where the team members are shown on the page itself and can be instantly pinged on their Lync. An *appraisal process* is also automated, where the HR can invite an employee to fill his/her appraisal form. The employee can open his form, fill and submit it to the HR. There is an *Internal Job Postings* section, where new postings are created by entering the information on a form. The employees can apply by filling in their basic details. The HR would get a notification of the applied ones automatically. The employees can also refer their friend/relatives, for this, they just need to fill a small form and submit it into the system. Later, HR will have the referrals accumulated at a single place. Other functionalities in the section are Training, RSS News, Announcements, Policies library, Company History, Wiki Page and Knowledge Portal library.

EXTERNAL, in this section there is an external site for external users. Partners and clients will be able to view this page. The page contains information like shared documents, project discussion boards, project announcements and project statuses; which the users can see based on their rights. SharePoint online default mechanism of inviting external user to a site is used to share this site to the external users.

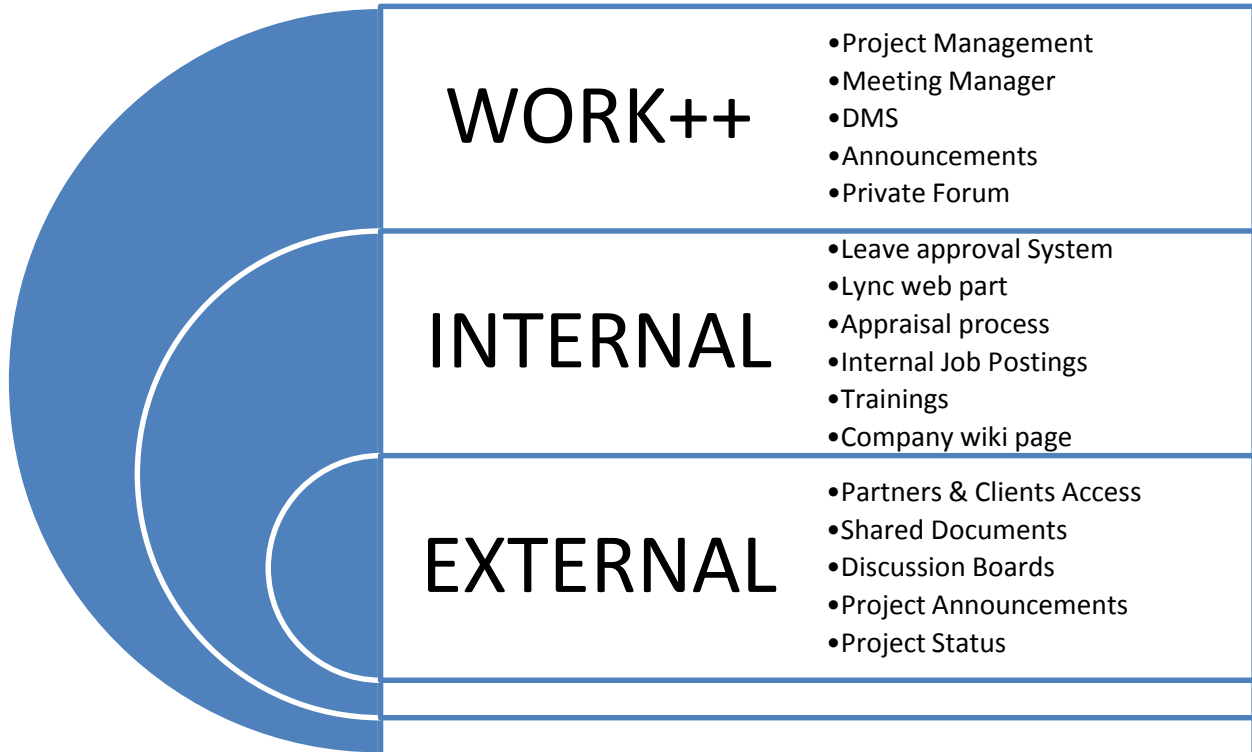
Technical Explanation: The work done in the project comprises of 10% custom coding, 25% designer workflow, 65% out of box feature.

Technology Used:

- Microsoft SharePoint Online
- SharePoint - LinQ
- C#

- Java script/ JQuery
- SharePoint Designer

Modules covered in all the sites in the Intranet



Showcasing related information to the logged in user

Project Announcements	Current Projects
Title : Gitex Exhibition 05	Title : Second Status : Yes Completed : 0.2%
Title : Gitex Exhibition 04	Title : First Project Status : Yes Completed : 0%
Title : Project Announcement First Demo	Title : Project4 Status : Yes Completed : 0.11%
Title : Gitex Exhibition	Title : Project6 Status : Yes Completed : 0.11%
Title : Gitex Exhibition 3	
View All	View All

My Task	My Meeting																																										
Title : project 5 task	<div style="border: 1px solid #ccc; padding: 5px;"> <p>October 2013</p> <table border="1"> <thead> <tr> <th>SUNDAY</th> <th>MONDAY</th> <th>TUESDAY</th> <th>WEDNESDAY</th> <th>THURSDAY</th> <th>FRIDAY</th> <th>SATURDAY</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> </tbody> </table> </div>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
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Creating project related meeting for the team

Safe++ EDIT LINKS

Meeting Calendar - New Item

September, 2013

SUNDAY	MONDAY
1	2
8	9
15	16
22	23
29	30

Title *

Location

Start Time *

End Time *

Description

Category Meeting
 Specify your own value:

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Project ID