

# Proof of concept SharePoint – Evaluation Platform WG BelgianGrid

UG – WG Belgian Grid  
28/1/2014



## Implement a collaboration tool (SharePoint 2013)

- Facilitate **project-based collaboration**, with diverse groups (multifunctional, intern/extern, etc...)
- Facilitate **team-based collaboration**
- Facilitate **knowledge documentation & spreading** (best practices, etc.)
- As a result, **boost personal, project & teams productivity**

## Addressed User needs

- Document collaboration
  - Multi-editing, local synchronisation, versioning, workflows, search, tagging/meta-data
- Knowledge
  - Information site, Wiki's
- People & profiles
  - Ability to follow & to share, search, flexible user access
- Discussions & groups
  - Discussions (forums/newsfeed), team calendar, group's privacy, notifications, Yammer Integration (intern)
- Project management
  - To Do's assignment & dependencies, documents libraries & discussions, project calendar, project workflows, project plans & milestones

# Survey “Overall evaluation” after 3 months

- **Overall evaluation of PoC tool SharePoint**
  - Average evaluation of usefulness of SharePoint for collaboration : 7,6/10
  - Average evaluation of user friendliness of SharePoint : 5,9/10
  - Average evaluation of Business value of SharePoint : 6,7/10
  - 86% of respondents recommend SharePoint to Elia colleagues
- **Collaboration tool mainly useful for :**
  - Document library
  - Document (multi-)editing
  - Tasks list
  - Newsfeed
  - (OneNote, Agenda, Useful links)

# PoC : Key strengths identified



- Integration with Microsoft Office
- Very helpful for **international cooperation**
- Powerful **collaboration tool** (“no competing tool on the market”)
- Ergonomic work **documentation**
- **Simultaneous work on documents** (one version shared with many people)
- Ease of **document sharing**
- Unique **platform for all projects** is a plus
- Stimulate and ease **exchange of information** without the burden
- Supports **single version** of the truth
- Very useful for people who don't come to the office every day
- May reduce amount of emails and help productivity

## PoC : Key weaknesses identified

- Tool is sometimes **slow**
- Difficult to use as many features (**not intuitive**)
- **Registration not intuitive for externs**
- **More transparency** in the site access
- Would be better if Exchange was integrated
- SharePoint **usage habit difficult to implement** (go spontaneously on to SharePoint)
- **Site search** needs to be optimized
- Cannot open **Visio** / Uniqueness of links

# PoC : Feedback Key Users

## Positive:

- SharePoint is seen as very practical for document management and multi-editing, task list, common agenda, etc. Many people want to continue to use it for collaboration purposes
- Use of Wikis was a large success in terms of features and user friendliness

## Improvement areas:

- End users have difficulties with having an hybrid solution (Sharepoint / eDoc / Shared drive / Personal drive)
  - Having documents in various systems is confusing (difficult to know where to find the right information)
  - Risk of multiple versions of a document in case document stored in various systems (e.g.: even final documents could be updated)
  - Risk of having outdated information in one system
  - Risk of having multiplication of data (server, eDoc, SharePoint, etc.)
- SharePoint has limited added value for small teams (2-5 people) working in the same office
- **Major issues were noted with external users' connections**
  - **Should have final versions of video tutorials on how to connect as an extern**
  - **Should have appropriate IT support**

## Suggestions for a roll-out:

- **Video tutorials** are a good way to provide support, even though they should be shortened (one topic per video) and challenged by end users to make sure that the content is easily understandable
- Very useful in case many users start using it and/or becomes the unique places for all projects/team work (create a single destination to check for everything)
- Should start with very easy ideas for roll-out (reduce functionalities at the beginning could also possibly help)
- **A strong IT support is necessary for the roll-out (for internals as well as externals)**

# Platform WG Belgian Grid - Useful tool

## How to develop its usage ?



User Group Global Search EDIT LINKS

## Calendar

2014

January, 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
29	30	31	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28 2:00 pm - 5:00 pm WG Belgian Group	29

Calendars in View

Calendar

Tasks

Home

Documents

Tasks

Calendar

Forum

Notebook

Recent

Useful Links

EDIT LINKS

## Documents

+ new document or drag files here

All Documents ... Find a file

Name	Modified	Modified By
meeting 9-9-13	September 06, 2013	Gerken's Isabelle
20130910 - Samenstelling Belgian Grid (fvg2811)	November 28, 2013	Francies Van Gijzeghem
2013_12_05_proposition Mise à jour liste_UG_FINAL	November 28, 2013	Gerken's Isabelle
WG_BG_20131118_PROBA	November 28, 2013	Gerken's Isabelle
WG_BG_20131118_DevelopementsBackbone	November 28, 2013	Gerken's Isabelle
WG_BG_20131118_ARP défaiillant_Premières réflexions	November 28, 2013	Gerken's Isabelle
2013_11_18_proposition Mise à jour liste UG_FINAL	November 18, 2013	Gerken's Isabelle
2013_11_18 - Règlement interne_DRAFT NEW VERSION	November 18, 2013	Gerken's Isabelle
20130909 Elia WG BG draft minutes_Draft final	October 18, 2013	Gerken's Isabelle
20130910 - Samenstelling Belgian Grid	September 12, 2013	Gerken's Isabelle
20130912 - Standaard aansluitingscontract_Bijlage 11_NL_DRAFT_rev03 TC	September 12, 2013	Gerken's Isabelle
2005-03-24 Huishoudelijk reglement v2_FINAL	September 06, 2013	Gerken's Isabelle
2005-03-24 - Règlement interne v2_FINAL	September 06, 2013	Gerken's Isabelle