



### Overview

The volume of digital content and communications is growing exponentially in organizations at a time when the world is becoming increasingly concerned with compliance, transparency and risk mitigation. Stakeholders are demanding 24/7 access to relevant business information and self-service portals. Enterprise business content has become both an asset and a liability.

Microsoft Office SharePoint Server (MOSS) 2007 provides an integrated suite of easy-to-use server applications meets these business challenges and boost organizational effectiveness and optimize the way that people, content, processes, and business applications interact.

Typical MOSS 2007 implementations include file sharing, team websites, collaboration and departmental sites empowerment and customization. The key components of the solution include the following:

- Document Management
- Records Management
- Web Content Management
- Collaboration
- Portal
- E-mail Management & Archival
- Business Processes & Forms
- Business Intelligence
- Search

### Implementation Resources

TKCI provides the following technical resources with skills and experiences to support the configuration and implementation of MOSS 2007 projects.

- Office SharePoint Server (MOSS) 2007
- SQL Reporting Services 2005
- Project Server 2007
- Application Development using .NET Framework (C#, ASP.NET, XML, XSLT)
- Web Application Development
- AJAX and Web Service based Application Development

### TKCI Approach

TKCI helps clients configure and implement their MOSS 2007 solutions with a structured and time-tested approach. Examples of specific MOSS 2007 services provided to clients include:

- Planning Redundancy & Scaling
- Installing MOSS 2007 Services & Server
- Migrating from WSS 3.0 to MOSS 2007
- Integration & Migration with Documentum, FileNet and Other EMC Solutions
- Designing a structured Content Taxonomy
- Implementing Libraries & Lists
- Designing Pages, Workspaces and Sites
- Implementing Records Management & Enabling Web Content Management
- Configuring Business Forms and Workflow
- Configuring Search Capabilities
- Implementing MOSS 2007 Administration Infrastructure
- Configuring Security Capabilities
- Configuring Email Content & Exchange Server Integration
- Implementing Business Intelligence
- Custom application pages interfacing with MOSS 2007 object model

### The Bottom Line

Key deliverables resulting from a successful content management configure and implement project are as follows:

- Installation of MOSS 2007 and Selected Components and Services
- Configuration MOSS 2007 Templates and Business Forms and Workflow
- Creation of Taxonomy
- Migration of Appropriate Content
- Integration & Migration with Other EMC Solutions
- Set-up and Population of SQL Database of Appropriate Content
- Establishment of System Administration Activity
- System Testing
- User Acceptance Testing (UAT)

## MOSS Value Proposition

Microsoft Office SharePoint Server (MOSS) 2007 provides an integrated suite of easy-to-use server applications that boost organizational effectiveness and optimize the way that people, content, processes, and business applications interact. The top 10 ways MOSS 2007 can help your organization include”

1. Provide a simple, familiar, and consistent user experience. MOSS 2007 is tightly integrated with familiar client applications, e-mail, and Web browsers to provide a consistent user experience that simplifies how people interact with content, processes, and business data. Employees can easily use services to accomplish business activities without having to depend on IT staff.

2. Boost employee productivity by simplifying everyday business activities. Take advantage of OOB workflows for initiating, tracking, and reporting common business processes such as document review and approval, issue tracking, and signature collection—without any coding. Modifying and extending these OOB processes is made with Microsoft Visual Studio® 2005/2008 and Microsoft Office SharePoint Designer 2007.

3. Support effective regulatory compliance through comprehensive control over content. Help ensure sensitive business information is controlled and managed effectively—and reduce litigation risk for the organization—by specifying retention and auditing policies for business records in accordance with compliance regulations. IRM and the content control mechanisms help protect proprietary and confidential information, even when users aren't connected to a server.

4. Effectively manage and repurpose content to gain increased business value. Business users can easily author content for Web sites and submit it for approval and scheduled deployment to the Internet. Managing multilingual content is simplified through new document library templates specifically designed to maintain a relationship between the original and translated versions of a document.

5. Simplify enterprise-wide access to structured and unstructured information across disparate systems. Give users access to business data in common LOB systems like SAP and Siebel through OOB connectors in MOSS 2007. Users can also create personalized interactions with business systems by dragging predefined, configurable back-end connections. Managed document repositories help organizations store and organize business documents in one central location.

6. Connect people with information and expertise. MOSS 2007 Enterprise Search incorporates business data with information about people, documents, and Web pages to produce comprehensive, relevant results. Rich search functionality like duplicate collapsing, spelling correction, and alerts improves the relevance of the results and helps users easily find what they need within the search results

7. Accelerate business processes and maintain control of the electronic forms environment. Use smart, electronic forms-driven solutions to collect critical business information from customers, partners, and suppliers through a Web browser without coding any custom applications. Built-in data validation rules help accurately and consistently gather data that can be directly integrated into back-end systems, avoiding redundancy and errors resulting from manual data re-entry.

8. Share business data while preserving its consistency and helping to protect sensitive information. Give employees access to real-time, interactive Office Excel spreadsheets from a Web browser through Excel Services running on MOSS 2007. Use these spreadsheets to maintain and efficiently share one central, up-to-date version while helping to protect any proprietary information embedded in the documents.

9. Facilitate better-informed decisions by presenting business-critical information in one central location. Make it easy to create live, interactive BI portals that assemble and display business-critical information from disparate sources, using integrated BI capabilities such as dashboards, Web Parts, scorecards, KPIs, and business data connectivity technologies. Centralized Report Center sites give users a single place for locating the latest reports, spreadsheets, or KPIs

10. Provide a single, integrated platform to manage intranet, extranet, and Internet applications across the enterprise. MOSS 2007 has an open, scalable, services-oriented architecture that provides support for interoperability standards including XML and SOAP, which makes it easier to integrate with existing processes and applications. MOSS 2007 includes powerful, IT-focused tools and templates for building and extending applications that incorporate business system information and integrated workflow