

# How to develop a Successful Project in SharePoint



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## Abstract

Microsoft SharePoint is highly popular for Collaboration, Enterprise Management, Internet/Intranet Portal Publishing, all of which have become important to SMEs and large organizations alike. SharePoint is built on a framework that is the best in its class. Today, with organizations realizing the importance of collaboration between the management, and employees, and between their clients and business partners, technologies such as SharePoint becomes crucial. SharePoint is more reliable than other CMSs and enterprise intranet management frameworks. Organizations follow certain set of processes to leverage on SharePoint's capabilities. However, these processes only help decrease the failure rate during implementation and often fails to focus largely on success.

## Introduction

Developing successful project in any technology is always being a challenge. The challenge is harder when it comes to a successful SharePoint Project. The challenge is not to deliver the project in time but delivering the quality project which will make a difference in real world. Developing a concrete development plan, estimated budget, good SharePoint infrastructure and deploy excellent technical minds that can aware the pros and cons of the technology all together create a SharePoint project true and long term success.

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” By Aristotle.

As per the above saying by Aristotle, in the similar way, a successful SharePoint solution can only be achieved by following all the processes. Given below are some of the key processes which lead to a successful SharePoint solution:

### Requirement Mapping with Technology

The most important factor in initiating a SharePoint project is gathering the requirement from the business. Depending on the clarity of the requirement, we can decide the flexibility of the solution. SharePoint has its own built-in features and components which eventually fulfil the objectives of the requirement. Also, at later stage, decision can be taken either to go with existing features or to develop custom features. Some of the factors that need to be take care of while gathering the requirements are given below:

- Analyse the requirement
- Categorize the requirement
- Prioritize the requirement
- Prepare formatted business documents

### Estimation and Ownership

A SharePoint project can be started with accurate estimation and ownership. Estimation is the combination of different factors like Time, Cost, and Resources. In many cases, business requirements are hard to achieve due to time constraint and unclear information. This is where, we make use of requirement lock without wasting the time.

Taking ownership is yet another important factor for a successful SharePoint project. A person having an all-round technical knowledge and management quality can lead the project towards success. He/she will have the ability to design the Architecture, Solution documents, Development plan and signoff documents which will help in the smoother flow of the project. Given below are the workflow which needs to be taken care while executing the estimation and ownership stage.

- Proper ownership
- Estimation plan
- Deliver plan
- Sign off plan

### Proper Governance

SharePoint Governance is yet again an important component in running of the projects. There are some teams in the organization who are typically assigned this task. These teams are mostly known as “Strategy Planning Team” and “Tactical Planning Team”.

Strategy Planning Team provides high level arrangements for resources and Tactical Planning Team is responsible for creating the development plan, following-up with users, and giving support to the end users. The workflow of this stage is as follows:

- Prepare the architecture
- Prepare the solution requirement document
- Arrange resources
- Plan for development process

## Planned Development

The key phase of every project is the development stage. It is very crucial to differentiate the development based on type, for e.g., custom development and out of the box development. This differentiation would save a lot of time in a SharePoint project. Before initiating the development process, some components like time complexity, focus on requirement, flawless execution, simple and effective user manuals have to be in place. By doing so, project will have enough time for testing and for fixing bugs.

The last process in a project always is to educate the user about the project flow, the easy accessibility, and smooth navigation in the environment. With this, one can get a fair knowledge about the technology and its advantages. The workflow of this stage is as follows:

- Categorized development
- Development plan
- Phase development
- Testing and observation
- Fixing issues
- Plan for implement
- Arrange training for end-users
- Support end-users



## SharePoint Environment in Happiest Minds

We, at Happiest Minds, always provide rich, advanced and good blend of SharePoint solutions to our customers, so that they can easily automate the processes for the business. We have an experienced team for developing advanced SharePoint solutions. With approved development plan, excellent understanding of technology, team work and commitment to time, we make difference happen, which in turn makes the customer “HAPPY”.

### Authors



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## Happiest Minds

Happiest Minds, the Mindful IT Company, applies agile methodologies to enable **digital transformation** for enterprises and technology providers by delivering seamless customer experience, business efficiency and actionable insights. We leverage a spectrum of disruptive technologies such as: **Big Data Analytics**, AI & Cognitive Computing, **Internet of Things**, Cloud, Security, SDN-NFV, RPA, **Blockchain**, etc. Positioned as “Born Digital . Born Agile”, our capabilities spans across product engineering, digital business solutions, infrastructure management and security services. We deliver these services across industry sectors such as retail, consumer packaged goods, edutech, e-commerce, banking, insurance, hi-tech, engineering R&D, manufacturing, automotive and travel/transportation/hospitality.

Headquartered in Bangalore, India; Happiest Minds has operations in USA, UK, The Netherlands, Australia and Middle East.

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