

SharePoint Special Interest Group Charter

March 31, 2011

SIG name: SharePoint special interest group

SIG steering committee members: Joe Kubesheski, Alliant Energy; Peter Speers, S.C. Johnson & Son, Inc.; Todd Fischer, Endries International, Inc.

Objectives/purpose of SIG: Share experiences and best practices in implementation and management of recent versions of Microsoft SharePoint throughout the product life cycle: business case through planning (including security), pilot, implementation (including training), and steady-state management. (Product retirement will not be addressed.)

Intended participants role: Participants should have visibility into all aspects of their company's SharePoint usage, including all life cycle phases and organizational units involved. Participants may be executives, architects, project leaders, and other roles, and should be prepared to discuss technical details. Participants shall commit to attending all meetings of the group.

Target Member Companies: Large and medium-size end-user enterprises where SharePoint is being used or planned for multiple purposes are invited to appoint up to two delegates. Representatives of service provider companies may be permitted to attend with restrictions.

Meeting frequency: Every month or two, to be determined at the initial meeting

Meeting length/format/venue: Face-to-face meetings: 9:30-3:00. Web meetings: 1.5-2 hours. The initial meeting will be face-to-face, in the style of a peer group meeting, on April 7, 2011. The format of subsequent meetings will be determined at the initial meeting. Meetings will take the form of guest presentations or case studies followed by facilitated discussion in break-out groups.

Meeting location: Face-to-face meetings: Tong Auditorium, Engineering Centers Building, on the UW-Madison Campus.

Output/deliverables: Key take-aways and resource links from each presentation and discussion. Resources and links contributed by group members and group member contact information will also be distributed.

Meeting topics plan:

Each segment will take a life-cycle approach.

Initial meeting, April 7:

- Introductions and charter review: Is anything missing?

- Overview of SharePoint components and versions

- Overview of SharePoint functions and polling on functions of interest to group members

- SharePoint function: Content management

Future potential meeting topics include additional SharePoint functions (search, business intelligence, portal, collaboration, business processes) and horizontal topics (e.g., security, training, governance) according to the preferences of participants. A total of four or five meetings is likely.

Additional ideas for steering committee discussion and information:

The group is intended to be self-managed by the steering committee with input from delegates.

A limited number of meetings shall be held, with wrap-up by the end of 2011.

Attendance will be by invitation only. Each member company may nominate up to two delegates.

Service provider representatives will be coached to avoid any appearance of commercialism.

A handout with a brief (2-3 sentences) SharePoint usage profile and delegate contact information and mug shots for each company may be developed to help participants develop relationships. Participants may opt into sharing this information in the initial questionnaire.

Modules are likely to consist of a 15-20 minute case study presentation followed by 25-30 minutes of discussion. Meetings will close with scribing of key take-aways and review of the next meeting plan.

Lunch will be served at face-to-face meetings. Parking in campus Lot 17 is available for \$10/day.