# ESSENTIALS OF SHAREPOINT GOVERNANCE

# Successful SharePoint Implementation
## begins with governance

It has been 17 years since Microsoft first introduced SharePoint, the powerful on-line and on-premises tool that provides exceptional collaboration, secure document management, compliance and reliability for enterprises of all sizes. With a modern interface designed in the same familiar style of Microsoft Office, it is the preferred platform for a majority of Fortune 500 companies. Yet, organizations navigating the digital transformation still struggle to realize its full potential and invaluable benefits.

Over the years, SharePoint has evolved and matured to integrate seamlessly with Office 365 and keep pace to the speed of a global market, enabling an entire workforce to access important information and documents from anywhere at any time through a shared and secure portal. But with significant challenges due in large part to a lack of central management, insufficient reporting, limited permission management and insufficient training among other things, SharePoint falls short of its potential to deliver the kind of consistence business performance organizations hope to achieve.

*It's no secret that a well-managed SharePoint is central to business continuity and productivity. Beginning with a formal governance program that's flexible enough to evolve with organizational needs, businesses can proactively address and resolve modern-day issues, particularly as we advance toward Industry 4.0.*

# Defining Governance
## and developing a winning strategy

Microsoft defines governance as the set of policies, roles, responsibilities and processes that control how an organization's business divisions and IT teams work together to achieve its goals. In addition to ensuring system security and compliance, a well-defined governance strategy can ensure the successful deployment of SharePoint—fulfilling its promise to deliver value by continuously meeting your on-going business needs.

*According to a report by an industry leading technology expert, 67 percent of respondents surveyed view SharePoint governance as critical to the success of the platform, but only a mere 26 percent believe they have a well-defined strategy in place.*
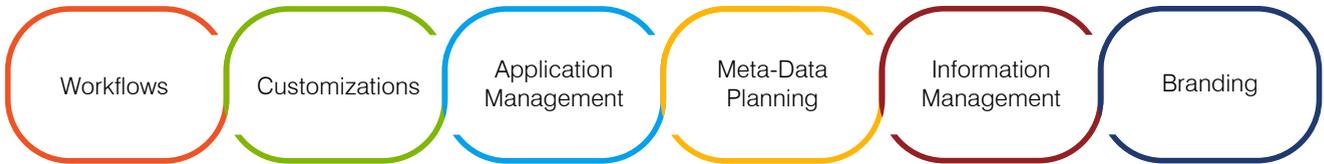
In this whitepaper, we'll show you how to structure a strong and measurable governance strategy that not only increases your understanding of the true extent of your SharePoint environment but also works effectively to increase collaboration and improve business processes—and so much more.

As a Microsoft Gold Certified Partner with expertise in solution-based consulting utilizing Microsoft tools and technologies to implement SharePoint for a wide range of organizations, we'll highlight the significant elements and benefits of a well-defined SharePoint governance strategy. By maximizing the potential of this remarkable platform, you'll not only improve organizational efficiency, quality and safety but also reduce risks, time, costs and paperwork.

# Sustainability is Central
## to an effective governance program

A successful governance strategy requires an operational model that is not only measurable and sustainable over time but also flexible enough for stakeholders to evaluate, update and make necessary adjustments to the rules defining key processes including but not limited to:

| Workflows | Customizations | Application Management | Meta-Data Planning | Information Management | Branding |
|---|---|---|---|---|---|

To increase the value of governance, it is recommended that a cross-disciplinary team of decision-makers is assembled, from executives and training experts to software architects and compliance officers. Each brings an invaluable skillset and expertise that will help in defining governance goals, evaluating and measuring the success of implemented practices and policies, ensuring your organization meets its regulatory and legal requirements, as well as managing its corporate knowledge.

# Tailor Your Governance Plan
## to fit the needs of your organization

Because every organization is unique, with a mission, vision and workforce that is one-of-a-kind, it is important to develop a tailored governance plan to ensure your enterprise goals and objectives are successfully achieved. With a strategy that focuses on both the technical and business aspects of your organization, you'll be well-prepared for the present and well into the future.

As part of a customized approach, the key elements of a well-defined SharePoint governance plan should include:

- ***Defining a clear and concise implementation strategy*** describing the goals and objectives of the plan, as well as the criteria for determining success

- ***Defining an operational strategy*** for maintaining, managing and validating the health and performance of SharePoint servers and sites, including disaster recovery, communications, training and adoption

- ***Establishing policies*** for access and permissions to business-critical information

- ***Defining and assigning responsibility*** for tasks associated with SharePoint governance

- ***Identifying external and internal resources*** required to manage the SharePoint platform, including costs, infrastructure and time

- ***Ensuring the inclusion of necessary tools*** such as document storing, monitoring, helpdesk systems and collaboration tools to support governance and foster impeccable management

- ***Ensuring external regulations are met*** and internal security controls are maintained through enterprise-wide SharePoint audit reports

# Training and Education
## helps drive adoption

Education and training are essential to the successful adoption of any software, service or business solution—and SharePoint is no exception. When you provide stakeholders, employees and end-users with the tools and support they need, your organization is empowered to compete and thrive in a competitive marketplace. With a sustainable and reliable governance plan that ensures the availability of helpful resources, quality content and a simple search infrastructure to help end-users find the right information at the right time, SharePoint will improve organization-wide productivity while fostering a new level of confidence and collaboration.

It's important to keep in mind that SharePoint governance is not a fixed document or treatise but rather a progressive set of policies, standards and rules that, when monitored, evaluated, measured and updated, empowers decision-makers to maximize the value of new and evolving technologies. A proactive approach to governance that promotes accountability, enforces compliance and offers a clear path—and structure—will provide tremendous benefits for years to come—and prevent the very pain points SharePoint was designed to relieve.

*Discover the True Extent of Your SharePoint Environment with the professionals from AgreeYa Solutions*

## About the Authors

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He is a seasoned professional with 20+ years of experience in Microsoft technologies and business handling. He is the man behind our corporate strategy and strong partnerships, which has helped us achieve industry-leading growth as technology leader.

## About AgreeYa Solutions

AgreeYa is a global systems integrator delivering competitive advantage for its customers through software, solutions, and services. Established in 1999. AgreeYa is headquartered in Folsom, California, with a global footprint and a team of more than 1,700 staff across offices. AgreeYa works with 500+ organizations ranging from Fortune 100 firms to small and large businesses across industries such as Telecom, BFSI, Healthcare, Pharma/Life Sciences, Utility, Technology, Public sector and others.

AgreeYa has received considerable recognition in the industry for its technology leadership, quality processes, and customer success that includes Microsoft Gold partner, SEI CMMI, ISO 9001:2015. We engage with our customer as a trusted partner to live our motto "…building our future on your success".

AgreeYa's software portfolio includes QuickApps (award winning suite of SharePoint web apps and pre-built templates - www.quickapps.agreeya.com), Site Administrator (gain insight for improved compliance and governance of your SharePoint environment - www.siteadmin.agreeya.com),  Recovery Manager (solution for rapid and scalable SharePoint content restores - www.recoverymanager.agreeya.com), BeatBlip (simplify software test automation - www.beatblip.com), and Cogent (comprehensive end-to-end case management solution for collections and law firms -  www.cogentcollections.com).

As part of its solutions and services offerings, AgreeYa provides intranet/portal, content management, and collaboration, cloud and infrastructure solutions, business intelligence and big data analytics, product engineering, application development and management, independent software testing, and staffing (IT, Non-IT, and risk/compliance/AML) solutions.

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