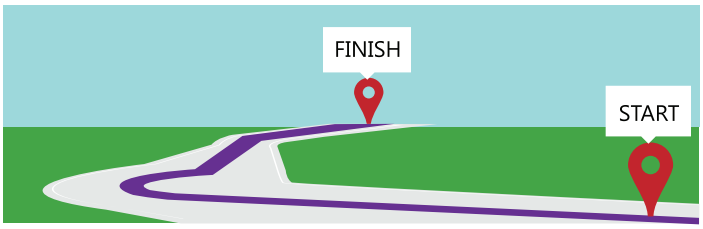
MICROSOFT OFFICE 365 & SHAREPOINT

Collaborate, Automate, and Discover

OFFICE 365 + SHAREPOINT MANAGED SERVICES

One of the great things about moving to office 365 is that the maintenance costs are much lower than hosting the servers on-prem. For clients who do not have a SharePoint expert on staff, or for those who would prefer to devote their in-house SharePoint personnel to new feature development or user requests, we have tools that automate much of the administration and reporting that goes along with Office 365, and can take care of these things for you at a low, predictable monthly cost based on the scope of your tenant.

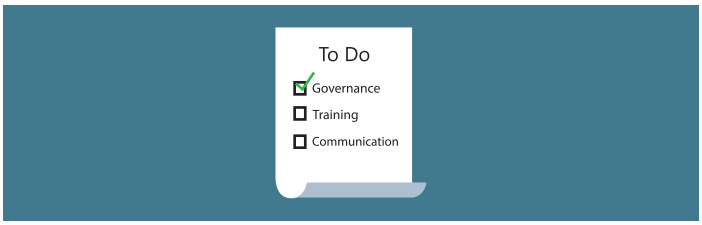
OFFICE 365 + SHAREPOINT CONSULTING SERVICES



Planning and Roadmaps

We can help figure out how to maintain your ROI, how to increase user adoption, and figure out what's wrong with your SharePoint environment. We offer comprehensive planning and roadmap services and we can help you lay out a straightforward plan to get you where you want to go.

- **SharePoint Assessment**
- **Envision & Plan Roadmaps**
- **Health Check**



Governance & Change Management

We can help you plan and execute your governance, training, and communication strategy that is often the cornerstone of your project.

- **Governance**
- **Change Management**
- **End User and Power User Training**

O365 + SharePoint Migration & Implementation

- **Office 365 Migration Services**
- **SharePoint Migration Services (all prior versions of SharePoint and non-SharePoint platforms)**
- **Hybrid Cloud Deployment (on premise + cloud)**

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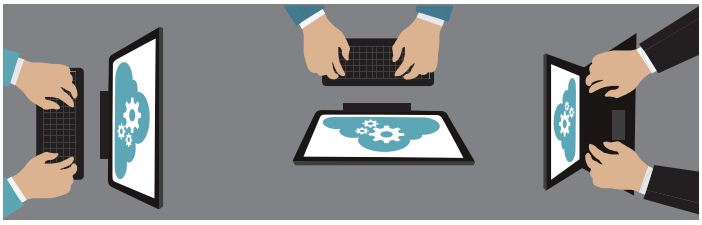
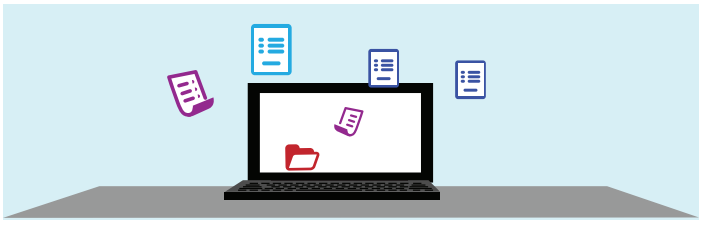
ENTRANCE SHAREPOINT AND OFFICE 365 SOLUTIONS AND ENHANCEMENTS



Portals & Collaboration

We can help you build portals where information can be accessed and collaboration can occur. Whether you are looking to increase ad hoc collaboration, disseminate news from the corporate headquarters to employees near and far, or work securely with clients and vendors, we can help you create spaces that are tailored to your needs.

- **Employee Intranets/Extranets**
- **B2B Portals**
- **Team sites**



Content Management

Our process for Records Management planning will align stakeholders, account for retention policies, regulatory compliance, and eDiscovery, use existing data in your current systems, and allow you to surface relevant content in a single location.

- **Taxonomy and Metadata Design and Implementation**
- **Enterprise Search and Meta Tagging**
- **Document Digitization (Document Scanning and Ingestion)**
- **Migration Strategy**

Forms & Workflows

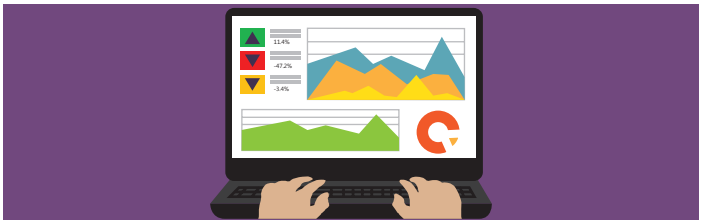
Our method for eliciting requirements and designing workflows will align stakeholders and identify wasteful steps in existing business processes.

If SharePoint built-in workflows are not enough, we've got you covered with proficiency in Visual Studio, and third-party workflow products such as Nintex and K2.

- **Custom SharePoint Workflows**
- **Custom Workflows with Nintex or K2**

Sometimes SharePoint workflows aren't enough to get the job done. Since extra tools can be expensive, this isn't a decision to take lightly, and it's one that we can help you make.

- **InfoPath Replacement/Migration**
- **Business Process Mapping and Re-engineering**



Reports & Analytics

SharePoint is a unique tool in reporting and analytics because it can serve as a familiar UI for users to enter data, and it can automatically bring data in from many different systems and visualize it in useful ways.

- **Self-service Reporting**
- **3rd Party Dashboards in SharePoint**
- **Interactive Visualizations with Microsoft Power BI**

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