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Make the most of SharePoint at CERN

Agenda

SharePoint at CERN

Some examples

What's new

Migration

Questions

Wait, what is SharePoint?

It's a web based <u>business collaboration platform</u> for the Enterprise and the Internet.
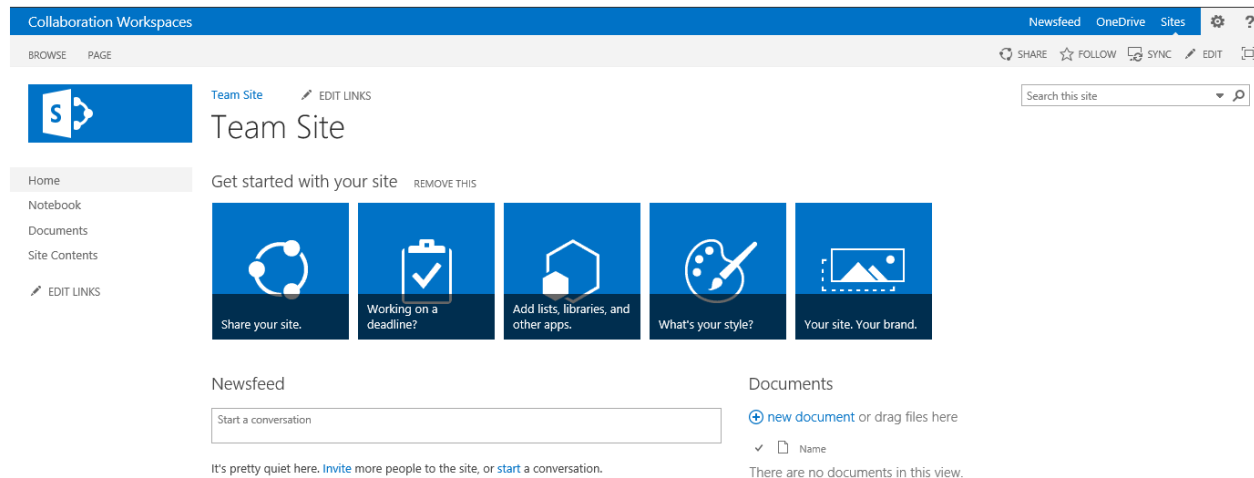
Its simplest definition

But we focus on SharePoint as a tool for team collaboration that can implement business processes.

How does it (used to) look?

Evolving since 2001, 13 years of maturity.

But why SharePoint at CERN?

Common problems back to 2007:

Information organization

- «50 to 70% of employees get their relevant information from other people».

- «More than 80% of enterprise's digital information resides on individual hard drives and personal files».

- Individuals hold the key to knowledge and most of it is lost when they leave the enterprise.

Technical skills

- Web developer skills required to publish information on the web, develop a surveys, share documents, create discussion forums

But why SharePoint at CERN?

The introduction of SharePoint 2007 would:

- Integrate and structure information on different systems.

- Empower end-users.

- Improve team collaboration.

- Enhance information search.

- Open new possibilities to develop new applications

Some numbers

Service pilot started in 2007

- Production quality service in 2009
- Major upgrade to version 2010
- Coming major upgrade to 2013

2568 Collaboration Workspaces created

- 40 run on dedicated databases with 75GB
- 170 running on SharePoint 2013

800GB of data stored on SharePoint

- Not counting E-Groups Archives, CERN Search and Social

No major service interruption in 7 years

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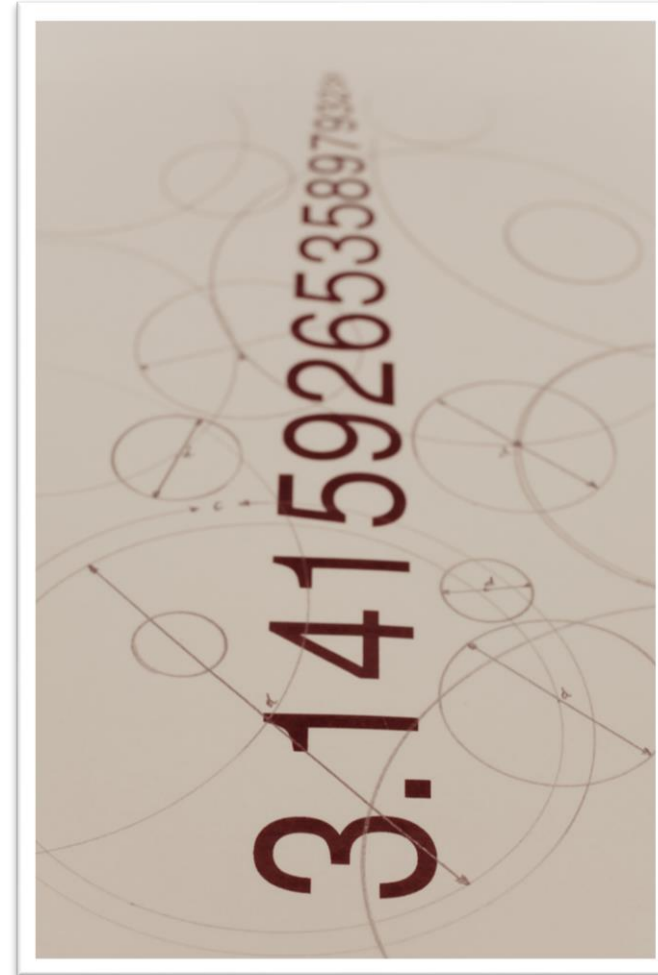
Some examples

Some nice examples about SharePoint at CERN

- Fire Brigade

- Open Days / CERN60 Voisins event

- FCC

- CMS Secretariat

- THE Port

- CERN Market

- BE IPAC papers approval

This is not an extensive list but just some project where I was involved

Fire Brigade

Daily operational tool

- Feuille de Garde
- Shift
- Checklists w/ iPads
- Deployment codes

Departure Codes - Reports

Open Days / CERN60 Voisins

Volunteers management

- Registrations
- Visit point/role assignment
- Email communication
- Statistics

Implemented in less then one week

Future Circular Collider

Web platform for FCC

- Internet public facing site
- Collaboration platform
- Project management

CMS Secretariat

Collaboration platform

- Internal procedures
- Meeting rooms reservation
- Inventories

THE Port

Collaboration platform

- Event organization
- Documentation
- Experts registration
- Teams collaboration space
- Sharing ideas and discussion

CERN Market

Classifieds portal for CERN People

- Ratings for sells

- Logon with Google Facebook accounts

- No need to register lightweight

- Nice discussion forum can be created with a couple of clicks

BE IPAC papers approval

Papers approval system for conferences

- Approval based on pre-defined workflow

- 3 levels of approval

- Notifications by email

- Can approve, request change or reject

Some examples

There are many more:

- Internal audits management tool

- CERN Pension fund – risks management

- Finances – risks management

- EN – Simplified Procedure For Ordering Electrical Work

- EN-MEF – OSVC control

- HR – QNow

- TE/VSC – jobs management tool

...

What's new

Better to try it ☺

If you have a laptop go to https://cern.ch/sp-sandbox and play around!
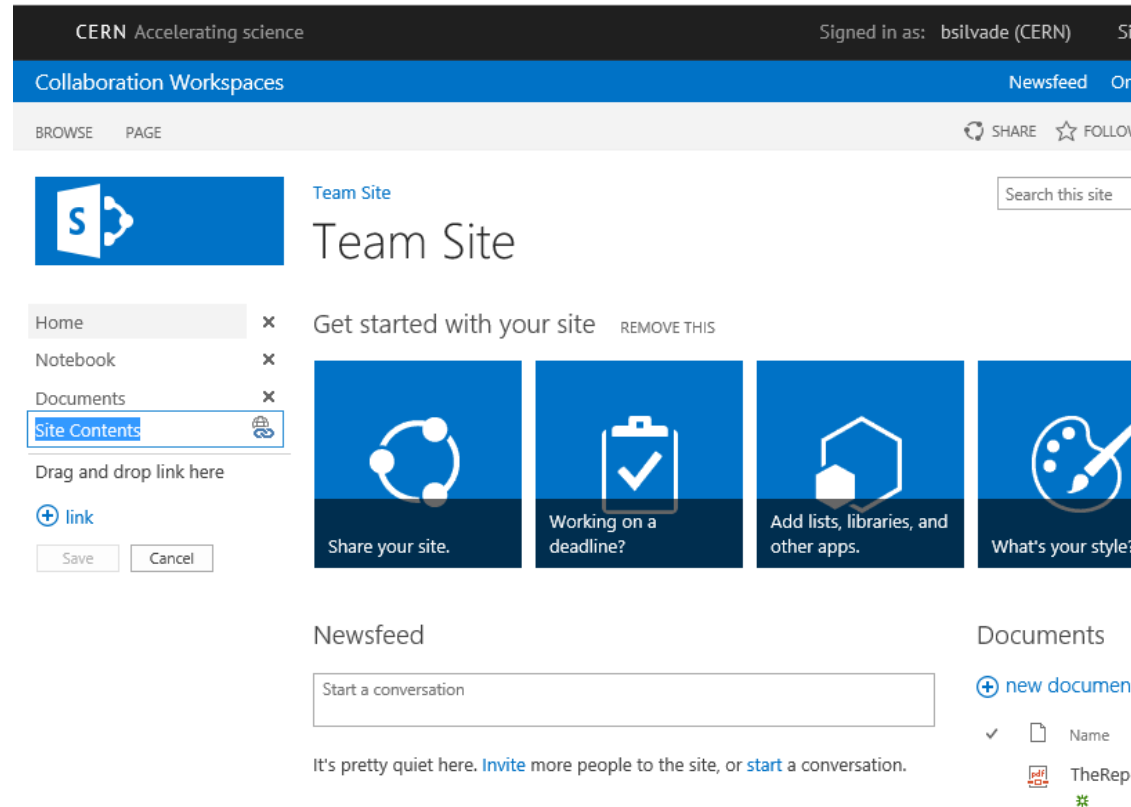
What's new

New look and feel

- Simpler and cleaner interface

- CERN Toolbar

- Some buttons moved

  - Well known Site Actions button moved to the right ⚙

- Less clicks to get things done

What's new

Better browser compatibility

- Drag and drop

- Quick edit mode

  - Replaces datasheet view that used to work only with Internet Explorer

What's new

Themes

- ## Many themes available
  - ### "Change the look" under the gear icon
- ## Simpler to customize the look and feel
  - ### Set background image
  - ### Change colors and fonts
- ## 2 different layouts

What's new

Newsfeed

- New communication channel for your team

- Doesn't interrupt as email

- Promote discussion and sharing

- Informal and lightweight

- Unique place to find all conversations

What's new

Integration with Social

- Follow and contribute on all your Collaboration Workspaces in a single place https://social.cern.ch

- More details about Social http://cern.ch/go/LZ9z

What's new

Office Web Apps

- Browser-based for Word, PowerPoint, Excel, OneNote and PDF files

- Multiple users editing
  - At the cell level on Excel
  - Paragraph lock on Word
  - Works also with Office 2013 as long as document are stored on SharePoint

- Tablets and mobiles too
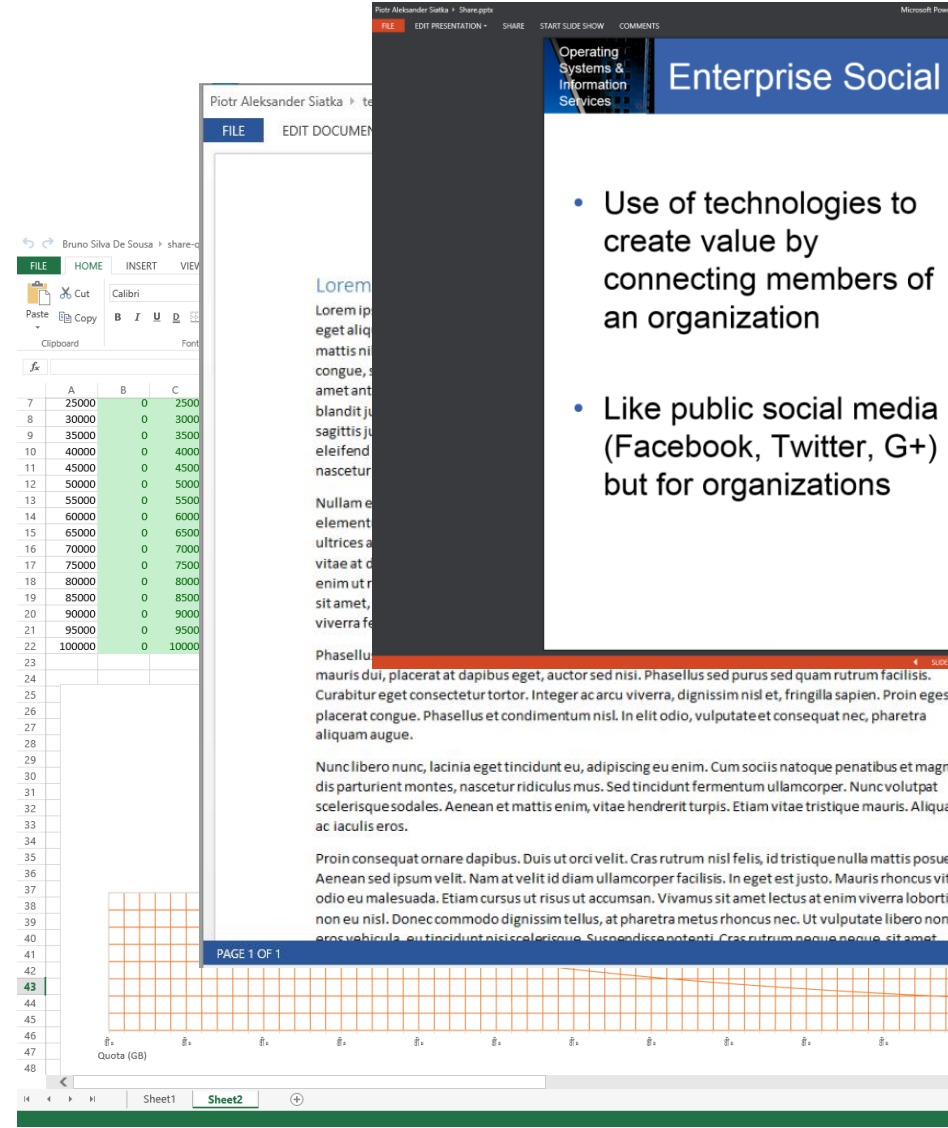
What's new

OneDrive for Business

- Access documents when offline

- Personal space on OneDrive option

- 7GB quota for the moment

- You can also synchronize any document library from Collaboration Workspaces
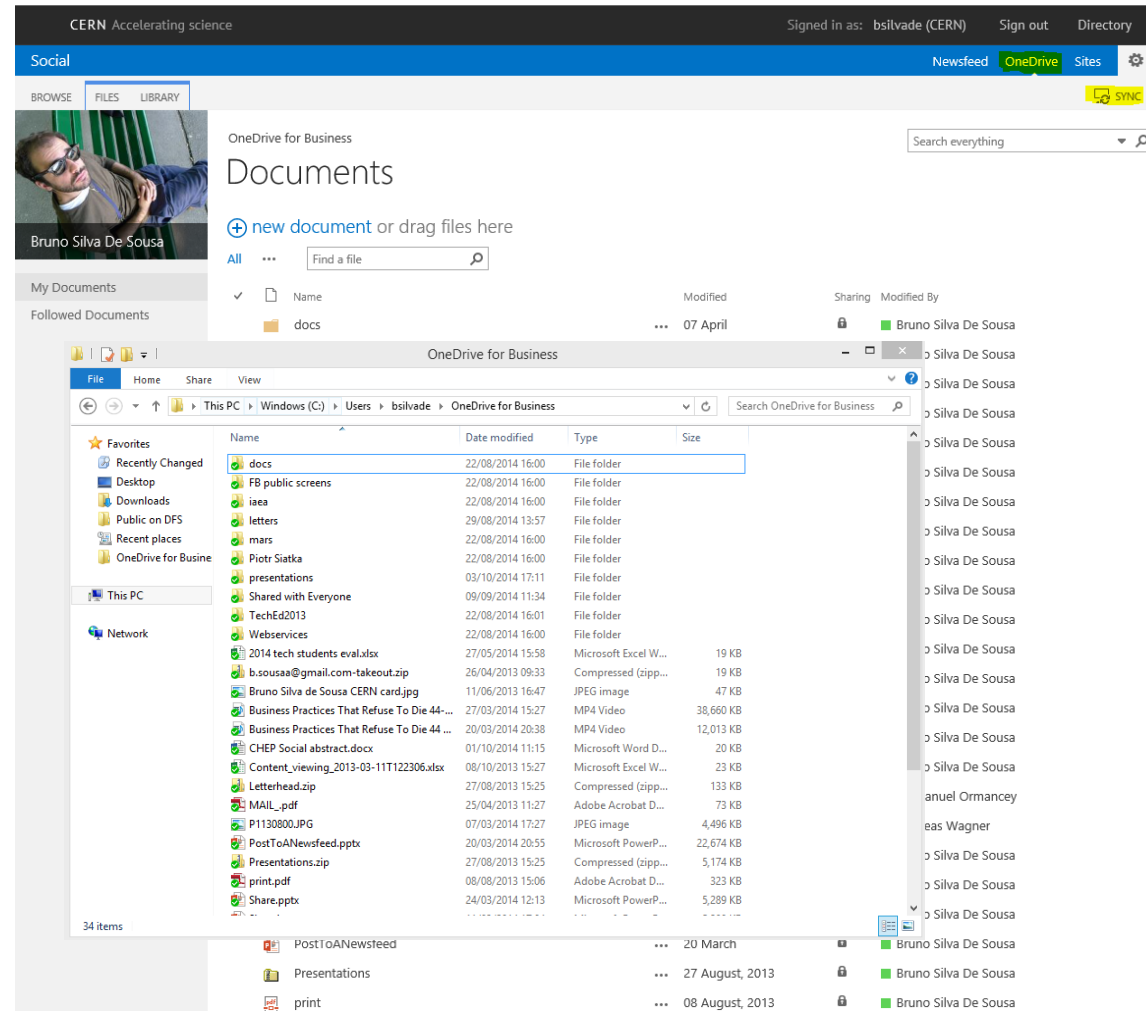
What's new

InfoPath 2013

- Nothing new
  - But easy and useful and maybe not very well know
- Develop simple web forms with no code
  - Some logic can be added like validation, auto-resolve, etc…

What's new

Workflows

- Trigger actions when content is added/modified on a list
  - E.g. send email, start approval, send data
- Create workflows with SharePoint Designer 2013
- New workflows engine available soon
  - Call Web Services, loops, pauses, wait for events
    - You can make scheduled tasks running on your site
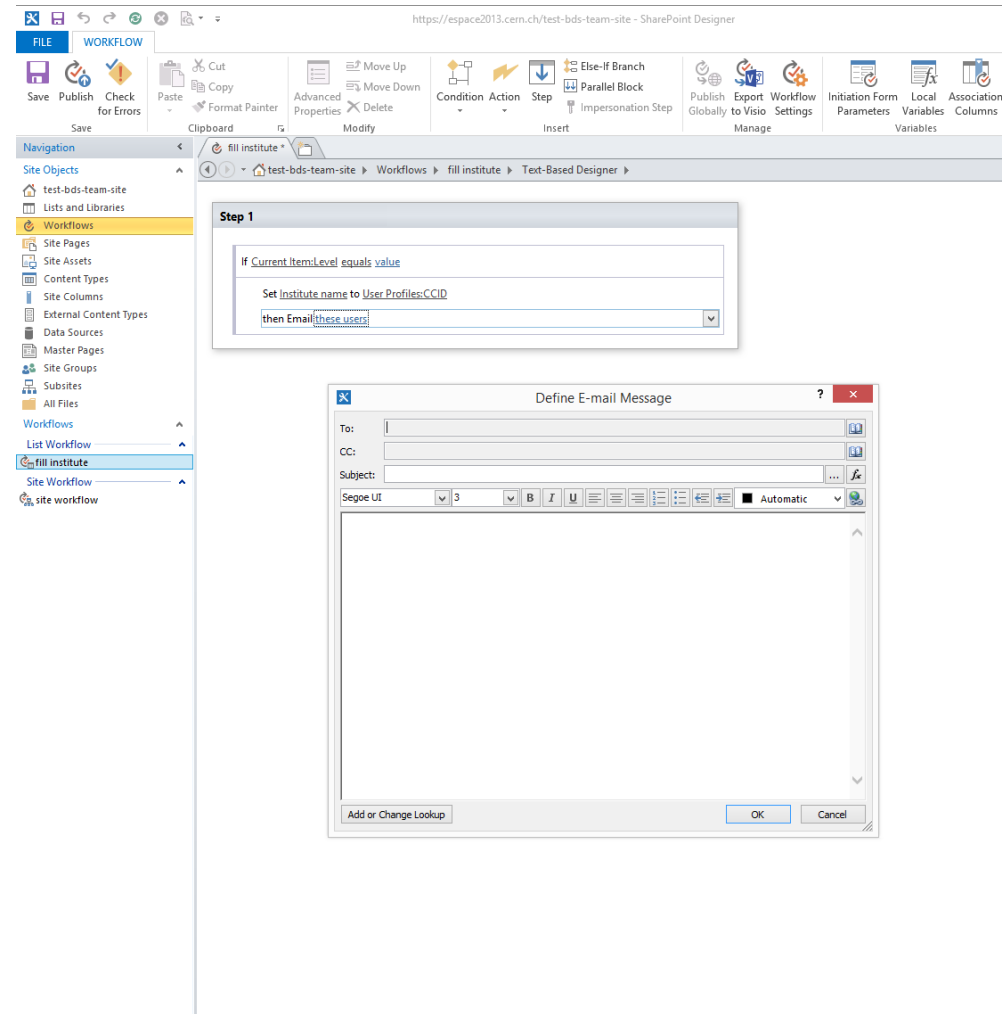
What's new

For developers

- REST API using OData protocol

- CORS support with SSO authentication

  - How or write data from any CERN site into SharePoint e.g. Social API on Drupal site

- List views customizations supported with JSOM

Q&A and discussions at https://cern.ch/sharepoint2013/
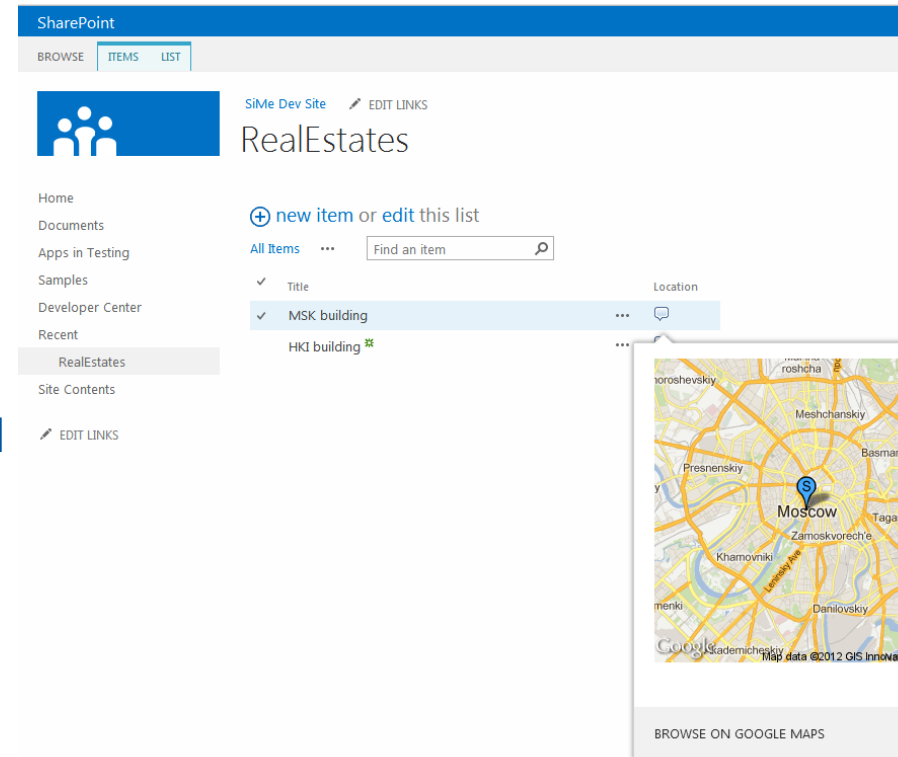
Discontinued features

Meetings Workspaces site type

- Existing ones still work

- Cannot create new ones

- Use Team Site instead

- If your site contains those we will contact you

Design view on SharePoint Designer

- No more WYSIWYG XLST transformations

- Which isn't bad

- Use CSOM instead

- Better and easier code to maintain

Migration

All Workspaces will be migrated to 2013

- We need you to upgrade your sites running with 2007 layout to 2010

- If that's the case we will get in touch with you

If your site is ready you can request migration now – via Service Desk

https://www.flickr.com/photos/53806810@N06/7958547110

More information

Service support via Service Desk

Community site with Q&A, tips, how-to's

- https://cern.ch/sharepoint2013

Training available at CERN

- SharePoint Collaboration Workspace – Level 1
- SharePoint Collaboration Workspace – Level 2
- https://cta.cern.ch

Plenty of online resources available on the Web

- Training courses for SharePoint 2013 http://bit.ly/1yxFNW7
- How-to videos on YouTube

Recommendations

SharePoint can help you on

- Team collaboration

- Business processes automation

- Save time and money

Can quickly adapt to new business scenarios

- Play by the rules with no-code solutions

Sometimes its better to adapt the process to SharePoint then the opposite

- or it comes at a cost

Take this migration as an opportunity to review your site and add new features

Questions?

…and thanks for your attention!