

Challenge

A research team with Microsoft approached Allyis with a problem: they had an existing Intranet site that was not meeting their needs for content organization and accessibility. Users could not quickly and easily find documents they needed to reference. The research team was also being required to migrate their site to Windows SharePoint Services for better version control and security. Their desire was to create a SharePoint Team site that organized their existing content more effectively and was more navigable by their audience. However, while Windows SharePoint Services allows groups to work collaboratively in a secure environment, it also imposes limitations on functionality and design. Allyis' challenge was to work within the limitations of SharePoint and migrate over 3,000 documents to the new site in a way that was well organized and easily accessible by their users.

Solution

Allyis' design team developed a custom layout and navigation for the site using custom JavaScript embedded within the SharePoint template. Once the design was developed, the Allyis team migrated all 3,000 documents from a conventional folder structure on a file share to a series of SharePoint Document Libraries. To maximize discoverability of these documents, Allyis created over 70 of these Document Libraries with 10 classifications for any given document, allowing users to more easily find the information they were seeking. Windows SharePoint Services does not require users to know HTML to publish documents; so once the initial migration was complete, users could easily add more documents to the Document Libraries. In addition, the new site further leveraged Windows SharePoint Services' features that index content and allow users to conduct full-text searches against the entire library of documents.

Products & Services

The Allyis team provided end-to-end support, including:

- Web design, production, and development
- Project management
- Technical implementation

Key Benefits:

- Allows Microsoft team members to share files and work together more effectively and securely.
- Migrated, within three weeks, over 3,000 documents to the newly designed Windows SharePoint Services site, while ensuring the organizational integrity of the new site.
- Created a site that allows users to post documents without any prior knowledge of HTML (when the files are uploaded, links to those files are posted in the appropriate Document Library).
- Ensured that documents could be posted in the correct Document Library with their correct classifications, reducing ambiguity about where to post documents, and ensuring that content would not accidentally be duplicated or stored in an incorrect location.