

Site Lifecycle – Creating and Archiving Sites

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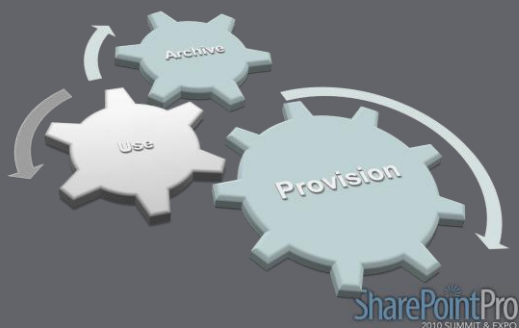


Who am I?

- 7 Time Microsoft MVP currently awarded for SharePoint
- Architect = Developer + IT Professional
- Author of The SharePoint Shepherd's Guide for End Users – and 17 other books.
- Blogger:
<http://www.thorprojects.com/blog>



What is Site Lifecycle?



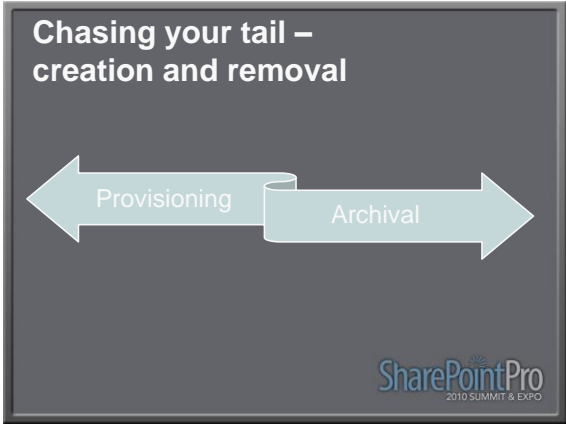
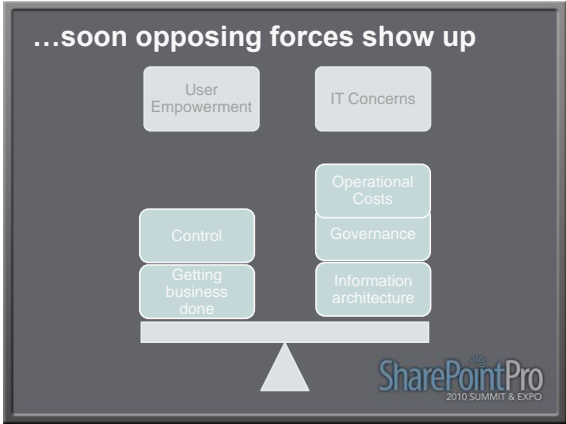
What am I going to cover?

- Why managing site lifecycle is important
- The provisioning process
- Demonstrate site provisioning workflow
- The archiving process
- Demonstrate identification, approval, and archiving of sites
- Business Considerations for site lifecycle



Site lifecycle seems simple but...





Provisioning

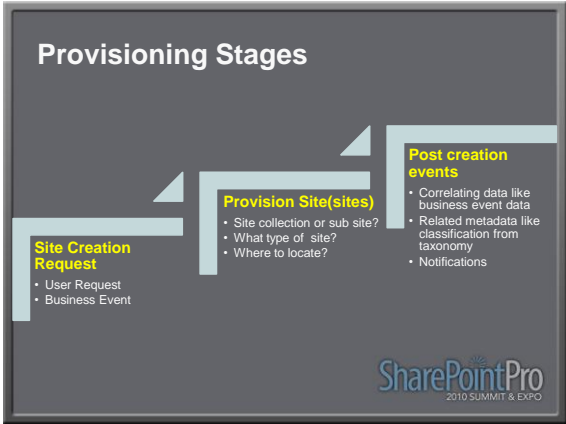
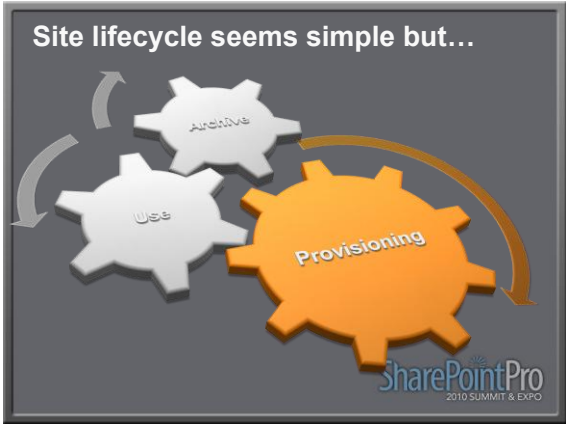
- **If IT Managed**
 - Manual / Time Consuming
 - Expensive / Precious Resources Required
- **If User Managed**
 - Illogical information organization
 - Unusable site structure
 - Inconsistencies

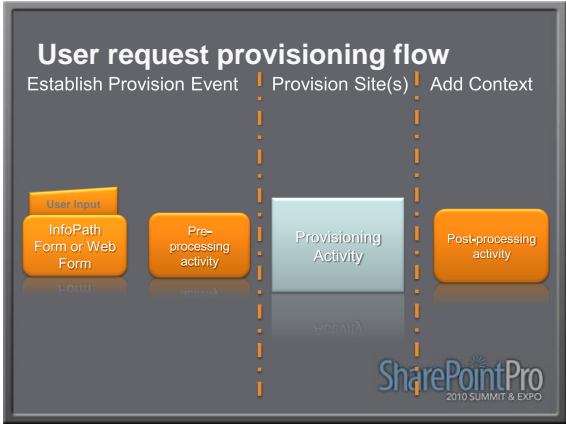
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Archival

- **IT Concerns**
 - Difficulty discovering abandoned sites
 - Costly resources consumed
 - Increased legal risk
 - Reduced Search Relevancy
- **User Concerns**
 - What, me worry...

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Site Provisioning

demo

Creating an InfoPath Form
Creating a Workflow



What do I mean by Archive?

- Site Backup (optional)
- Site Deletion (always)

Archival Stages

Identify Archive Candidates

- Limited/no site usage
- Closed state (for example project completed)
- User Initiated
- Centralize view candidates

Obtain Archive Permission

- Notify and obtain owner permission to remove
- Notify IT admin of intent to remove

Archive

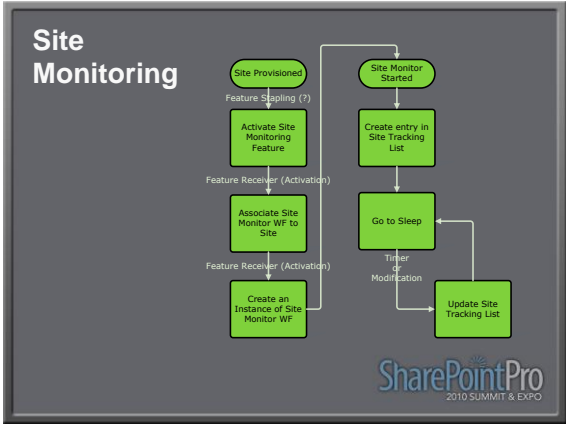
- Backup if appropriate
- Delete site
- Notification owner and it admin



Site Monitoring / Archival

demo

Archival Workflow



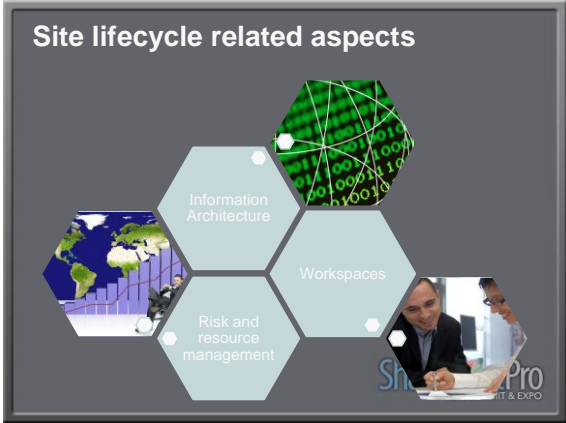
Site Collections vs. Sites

Site Collections

- Cost accounting
- The operation typically requires IT Pro without automation
- Impacts information architecture

Sites

- Manage information architecture
- Typically Provisioned by a Power User
- Impacts site collection utilization



Information architecture


- Do I understand where I should go?
- Can I get where I need to go quickly?
- Are my experiences consistent?
- Does the site I'm using solve my problem?

Risk and Resource Management

- How minimize limit my legal risk?
- How can I optimize return on investments
- Ensure growth is controlled
- Still keep users in empowered?


Workspaces

- Ad-hoc collaboration sites
- Project base – specific timeline
- Business event based – tied to external data
- Departmental – never ending, no archive policies



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Takeaway 1



Think early about information architecture and provisioning



Takeaway 2



SharePoint gives you the tools to create a flexible provisioning without a lot of work



Takeaway 3



- Consider increasing the effectiveness of your business processes by automating extensions into SharePoint



Control your Lifecycle!



- <http://www.microsoft.com/spg>
- <http://www.codeplex.com/spg>



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Thank you!

