SharePoint Pros and Cons

Brent Person - SharePoint Administrator
Clair Stevenson - SharePoint Designer
Jon Pretty - SharePoint Content Contributor
<table>
<thead>
<tr>
<th><strong>Pros</strong></th>
<th><strong>Cons</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Very robust, much more than just Content Management System</td>
<td>Steep learning curve</td>
</tr>
<tr>
<td>Workflows</td>
<td>Developer and administrator must have SharePoint specific knowledge and experience</td>
</tr>
<tr>
<td>Security &amp; Authentication</td>
<td>Highly technical skillsets increase cost for outside vendor use</td>
</tr>
<tr>
<td>Flexible Compliance</td>
<td></td>
</tr>
<tr>
<td>Can send and receive email</td>
<td></td>
</tr>
</tbody>
</table>
Highly customizable
- Scripts can be written to do anything
- Can use third party editor tool
- Content Management Features

Cons
- Customization causes requirements
  - Need expertise to write the scripts
  - Web parts are limited for anonymous access and use tables
  - Requires extensive Cascading Style Sheet knowledge
  - Customized web parts not supported by Microsoft; requires detailed documentation in case of problems
### Pros

- More than just Content Management
  - Assists with eDiscovery (can move documents into a holding area for Public Disclosure Requests)
  - Highly controllable versioning system
  - Built-in recycle bins to avoid accidental permanent deletion
  - Ability attach retention schedules to items

### Cons

- Out of the box system is not user friendly
  - Requires special SharePoint training and knowledge
  - SharePoint can be very temperamental (e.g., gremlins)
  - Requires special attention regarding permissions and configuration settings to achieve consistency between sub-sites
<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than just Content Management</td>
<td>Out of the box system is not user friendly</td>
</tr>
<tr>
<td>Ability to house Microsoft Access databases</td>
<td>Multiple steps required for content uploads (e.g., upload/publish major version/approve versus straight FTP with web config/publish now file)</td>
</tr>
<tr>
<td>Can provide access to documents in native Microsoft format even if the user doesn’t have the native software</td>
<td>Forms require InfoPath knowledge and license</td>
</tr>
</tbody>
</table>
ECM Across the Enterprise

User Experience - PC, Phone, Browser

Traditional Content Management

Social Networking and Collaboration

Traditional Content Management

Social Networking and Collaboration

Search Delivers Engaging Information Experiences
By modifying out-of-the-box settings a single infrastructure can support a large range of business needs:

- Managed Metadata Column
- Term Set
- Shared Service Application
Applying Metadata: “Tagging”

1. Web Browser
   - List items can be tagged by using the “Edit Properties” UI
   - By a business process
   - By virtue of the location in which we choose to store the item (location based metadata)
   - Values from the parent Doc Set

2. Office Clients
   - Document Information Panel allows for tagging in the authoring surface of the Office client
   - Backstage in the Office clients will allow full fidelity of the managed metadata controls
   - InfoPath forms

3. Custom Apps
   - 3rd party or custom applications using SharePoint Metadata OM
Content Deployment

Content deployment copies content from a source SharePoint 2010 site collection to a destination site collection.

A content deployment job:
- Copies specified content
- On a specified schedule
- By using a specified path
The keys to SharePoint

- Collaboration between the server side, design side, and content editor side during all stages of planning and development.
- If using a federated approach, all users must receive consistent training and be held to consistent standards/requirements.
- Extensive planning must be done for a high deployment success rate.

“With great power there must also come great responsibility.”

Stan Lee 1962