Week#8-Q1:

Chapter 16 – Microsoft’s SharePoint server product dramatically altered the content and records management (RM) markets. Crocker (2015), edited by Smallwood research indicated that previous to SharePoint solutions were somewhat cumbersome, managed large quantities of documents, and required extensive implementation efforts for each business applications. Given all its stated capabilities, SharePoint may be used effectively to help business organizations to govern their information. However, in order to achieve those benefits, the implementing organizations must take a structured approach to the deployment of its SharePoint environment.

Q1: Our case study authors have indicated that, for SharePoint deployments, “an ounce of prevention truly is worth a pound of cure.” Why is that? From our chapter reading, identify and briefly state why the authors were inclined to believe so?

A) SharePoint server product dramatically altered the content and records management markets in Information Governance. It provides and enterprise level platform for the remaining small volume, ad hoc solutions. At a basic level, it is a collaboration platform, but it is often leveraged to be a content repository as well. If properly implemented, SharePoint can reduce duplication of information, automate business processes, serve up a common lexicon for categorizing information, provide a social media platform, give users access to current and historical e-documents, dramatically reduce network traffic loads and stop the growth of shared drivers. It can also provide a secure platform to support bring your own device mobile programs and other mobile solutions. SharePoint can be used to help organizations govern their information. In order to achieve those benefits, the implementing organization must take a structured approach to the deployment of its SharePoint environment. Information stored in SharePoint often is included in the “relevant” information that must be produced. So SharePoint should be deployed in a manner that makes all information contained within it findable, accessible, securable by a legal bold notification and available for production in a timely manner.

For SharePoint deployments, an ounce of prevention truly is worth a pound of cure. Since every SharePoint environment includes corporate information, organizations can avoid lot of headaches and future information governance risks if they invest time and deliberation in planning how we deploy SharePoint. These plans should be based on the business objectives for SharePoint that are tied to the organizations overall business objectives and include making all the necessary IG policy decisions before rolling out the solutions to users.

The SharePoint governance model should make it clear where and how users should both store and find information. A well-governed SharePoint environment provides enough consistency in how information is categorized to support sorting and filtering of search results so that users can quickly narrow results to the specific information.

Reference:

ARMA International, Glossary of Records and Information Management Terms , 4th ed., 2012, TR 22–2012.s 21. Laura DuBoisand Vivian Tero, “Practical Information Governance: Balancing Cost, Risk, and Pro-

Susan Karlin, “Earth’s Nervous System: Looking at Humanity Through Big Data,” www.fastcocreate .com/1681986/earth-s-nervous-system-looking-at-humanity-through-big-data#1(accessed March 5, 2013).

Week#8-Q2:

SharePoint server product dramatically altered the content and records management markets in Information Governance. It provides and enterprise level platform for the remaining small volume, ad hoc solutions. At a basic level, it is a collaboration platform, but it is often leveraged to be a content repository as well. If properly implemented, SharePoint can reduce duplication of information, automate business processes, serve up a common lexicon for categorizing information, provide a social media platform, give users access to current and historical e-documents, dramatically reduce network traffic loads and stop the growth of shared drivers. It can also provide a secure platform to support bring your own device mobile programs and other mobile solutions. SharePoint can be used to help organizations govern their information. In order to achieve those benefits, the implementing organization must take a structured approach to the deployment of its SharePoint environment. Information stored in SharePoint often is included in the “relevant” information that must be produced. So SharePoint should be deployed in a manner that makes all information contained within it findable, accessible, securable by a legal bold notification and available for production in a timely manner.

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