

Microsoft® Windows® SharePoint® Services 3.0 Site Hierarchy Choices Worksheet

Prepared by:

Date:

Top-level sites or subsites: Which level to choose?

1. Which of the following elements must be shared among the sites you are creating, and which are unique to a specific site?

Element	Site Scope	Notes
Navigation	Shared / Unique	
Styles	Shared / Unique	
Themes	Shared / Unique	
Features	Shared / Unique	
Lists	Shared / Unique	
Lookup fields	Shared / Unique	
Workflow	Shared / Unique	
Content types	Shared / Unique	
Security groups	Shared / Unique	
Search scopes	Shared / Unique	

If more than one element above needs to be shared across different sites, you should consider creating subsites within a single site collection.

2. Do you need to backup and restore individual sites? Yes / No
3. Can you envision needing to move individual sites into different content databases? (For example, if one site becomes very large, will you need to move it into its own content database?) Yes / No
4. Do you need tight security for individual sites? (For example, if a particular site is used to store personnel data, it should be more secure than a site storing photos from a group lunch.) Yes / No
5. Do you need to scope a specific workflow to an individual site? Yes / No

If you answered Yes to any of the above, you should create top-level sites in individual site collections instead of subsites within a single site collection.