Name  
Department

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| **Basic Information** |
| How much do you know about SharePoint? |
| What have you been able to accomplish through utilizing SharePoint? |
| What would you like to learn to do in SharePoint? |
| Is there anything that you are curious about on what SharePoint or any other Microsoft tools can assist you in your everyday activities? |

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| **Security** |
| How many people are in your department? Please list their names: |
| Please list the members on the team that require full admin rights (access to perform all actions) |
| Please list the members on the team that require editing rights (read, write, edit, delete) |
| Please list the members on the team that require viewing rights (read) |
| Are there external members that need direct admin rights? Please list them here: |
| Do you require a separate area for each user for personal storage? What is the required amount of space that is necessary for each individual? |

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| **Data Utilization/Business Structure** |
| How does data currently enter your department? How does it exit? |
| What would you like to see come out of SharePoint to help utilize within your department? |
| Which external department do you need data from? |
| Which external department needs data from your department? |
| Which files are critical for your environment? |
| Which of those files need notifications if modified/changed? How quickly would you like these notifications? |

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| **File Structure** |
| What is the current file naming structure in your environment? Is there any set protocol which everyone from the global company implements? |
| If files were structured based on department name prefix (ie. [DRAFT]Filename.doc), would this cause a problem for you and your department? |