Rock or Sand?

What's your SharePoint Foundation?

COVID-19 Catalyst for rapid shift to the CLOUD

It is true to say that this year's pandemic has driven rapid digital modernisation for many organisations and, in particular local authorities. Projects to move whole organisations to Microsoft 365 and SharePoint in order to improve collaboration have been rapidly prioritised as an immediate necessity. Access to the right information and people when working from home is essential and the best way of achieving this is through collaboration CLOUD based software. Microsoft 365 SharePoint provides an enormous opportunity to manage and access information and knowledge and in a totally different way to traditional network drives. However, the BIG question is "*how should it be built and configured?*"

> Who led the digital transformation of your company?
> A) CEO
> B) CTO
> C) COVID-19

What is this article about?

This article will take a very quick visual look at the pros and cons of mass migration into the SharePoint environment **(Sand)** as opposed to migrating only clean data that is transferred to a well structure SharePoint Information Architecture **(Rock)**.

The widening chasm!

There is a conundrum for Local Government, and, for Information Management/Governance teams is one of a balancing act. How to achieve collaboration tools that MS365 offer versus the plethora of legislative compliance requirements? The need for excellent records management is a necessity for remote access to information. This chasm is widening with the exponential growth of technology development and the ever increasing need to comply. I am a Records Manager MSc/Programme Manager MSP/Cultural Change professional and it is something that I started to ponder over back in 2006. The great news is there is a way of achieving both!

The problem we need to solve

High risk, unstructured data, duplicated many times and held in silos, such as personal drives, emails and on desktops. Added to this the emergence of TEAMS and One Drives further add to document storage in multiple locations. I am a very keen advocate of MS365 but as a Records Manager, there is a way to use the tools AND improve data integrity.
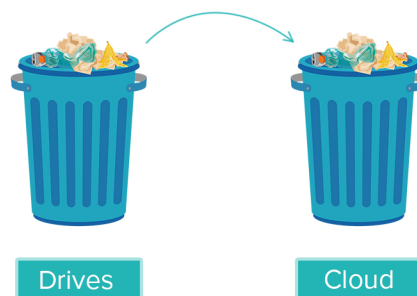
Sand Foundation

Mass migration, lift and shifted from current drives to SharePoint Sites

Pros:

• Quick migration
• Immediate CLOUD access and collaboration
• search functionality within SharePoint online can be used to find information in the 'big bucket' of unstructured data which has been migrated

Cons:

• Moving high risk, unstructured information into a new location
• SharePoint storage is expensive, so why bring the risk with you
• Organisational structures consistently change who how do manage access, particularly to personal data
• SharePoint sprawl and proliferation of TEAMS with more unstructured data will grow organically
• What about legislative compliance?

Drives → Cloud

Rock Foundation

Information is cleansed and migrated. SharePoint built as an EDRMS fully embedded with automated workflow to mirror the organisations Retention and Disposal Schedule. A resilient file plan which will stand the test of organisational restructure

Pros:

• Data integrity improved to support service delivery, business intelligence and channel shift
• Automated compliance to all public accessibility legislation
• Risk reduced and less SharePoint storage required
• Compliance PLUS collaboration

Cons:

• It takes longer – but worth it to get it right
• Employees will be involved – but from my experience, they want to – as they are the data processors

Drives → Cleansing → Migration → Compliant File Plan in MS365

The Rock Foundation uses a nationally approved model that we have implemented in many Local Authorities. However, it does not need to be confined to the public sector, it can be utilised within ANY organisation.

We are holding a live webinar on January the 12th. Why not join us for an interactive presentation/panel session?

My final question to you all – *how will build your SharePoint?*

Out of the box or as a full EDRMS?

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LG i **LG Improve**