

Microsoft

SharePoint for Stakeholder Groups

STAKEHOLDERS

A person or organization with a legitimate interest in a given situation, action or enterprise

▶ Stakeholders are any groups, individuals, agencies, or organizations that have common direction, clients or an area of interest. They maintain their individual mission, and goals, but come together for common purposes. As an example, when a poison prevention group joins with a vehicle safety group or public works water activities to work on a health fair for child safety.

PHI / MCH and Stakeholders

Both the Public Health Improvement and Maternal and Child Health Programs typically work with stakeholder groups, coalitions, or other entities to:

- ▶ Explain public health areas where interventions are needed
- ▶ Collect and provide data in an understandable form
- ▶ Promote evidence based programs
- ▶ Facilitate strategic planning, grant opportunities
- ▶ Provide technical assistance in determining and meeting goals and objectives

Stakeholder Needs

- ▶ When these entities come together, information sharing becomes important.
- ▶ Common information includes events, meetings, discussion, reference information, resources.

Groups have used

- face-to-face meetings
- phone calls
- surface mail
- faxes
- emails
- most recently with the near universal access to the internet, websites.

In spite of the usefulness of each of these methods, there are handicaps.

Communication Handicaps

- ❑ Face to Face meetings are very productive; however, as the group expands, finding a meeting location and time to meet becomes difficult.
- ❑ Phone Calls are personal; however, it is difficult finding a convenient time to make the one to one call or miss someone and need to leave a message. Phone tag is common, even with the widespread of cell phones.
- ❑ Mail is good, if you have an extended period of time to get information out to the respective parties; however, cost is becoming prohibitive.
- ❑ Faxes are fast, but not reliable and tend to generate lots of paper.
- ❑ Emails are great as they can be sent to a large number of stakeholders, but tend to clog servers and seem to be forwarded multiple times, often to the same receiver.
- ❑ Websites are very efficient. They can contain large amounts of information in multimedia formats and the link can be forwarded through an email. They can be expensive, and generally only the WEBMASTER can make changes or add information.

One Solution to Stakeholder Information Handicaps

- ▶ SharePoint, web based portal
- ▶ At its basic, SharePoint allows two levels of information.
 - The Public (open access)
 - Membership (provided access for editing, additions and uploading)

SharePoint and Stakeholders

- ▶ SharePoint is a Microsoft product and uses common commands much the same as Microsoft Office Suite, where the same command structure works across a spreadsheet, word processor, or publishing package.
- ▶ It was devised to allow internet access for a common purpose group to exchange information and ideas without the need for a meeting, or provide a point of reference for work product.

SharePoint (overview)

- ▶ As a stand alone program SharePoint set up would cost in excess of \$75,000 to purchase the server computer, internet connection, the program. and programmer time to do the initial set up.

This puts the cost out of the reach for all but a very few stakeholder groups.

However, there are several sites which host the SharePoint Service for nominal charges. It is not unusual to find a good hosting site which charges about \$30/ month, with a discounted annual fee. This gives the user a Gigabyte of storage and the SharePoint Product already set up and ready to start using.

SharePoint (overview 2)

- ▶ Advantages to a Stakeholder Group
 - Does not require knowledge of programming or HTML design to be useable functioning site
 - Available 7/24
 - Document storage (to download/upload – where certain agency servers limit to 4 meg or less)
 - Discussion Boards (share information about programs or grants)
 - Calendars – Make the public and other stakeholders aware of meetings and events
 - Direct links to other information sites rather than added to the front end of an agency website then left to TRY and find the information you need.
 - Example: Texas Population data
 - Rather than: <http://soupfin.tdh.state.tx.us/pop2000a.htm>
 - Real time updates by members with privileges

SharePoint (overview 3)

- ▶ Potential problem areas
 - Stakeholder group members abuse the site; i.e, they want to promote themselves or agency rather than the common interest.
 - The group cannot agree on design and utilization.
 - IT DOES TAKE SOME INITIAL SET UP discussion on how to use the site and who should have access to update the site or add members.

Real time examples

The next few slides will show real examples of how a group is currently using a SharePoint site.

As you can imagine, the initial set up of the site is just the beginning. You have to work with the stakeholders, train them on how to use the site, and then promote the public utilization of the FRONT page as a portal for the Public Health area the group came together to promote.

PLEASE:

This is an overview of using SHAREPOINT. FUTURE presentations will explore the “HOW TO” of setting up and utilizing a SharePoint site. A list of topics will be at the end of this presentation.

For the Panhandle Safe Kids Coalition
Go to: www.panhandlesafekids.com

Team Site > Panhandle Safe Kids Sign In | 

Panhandle Safe Kids This Site ▾

PSK - Main

View All Site Content

Documents

- Important Safety Information
- Halloween Safety Tips

Lists

- Calendar

Discussions

Sites



Safe Kids®

Panhandle

Announcements (click cancel when asked for member sign-in)

New For WINTER 12/17/2009 2:19 PM
by Dan Nicholson

[Click here for the Winter 2009 Nwth Building Blocks Newsletter](#)

Public Information 11/24/2009 3:17 PM
by Dan Nicholson

Check out the Calendar (right hand block) for upcoming events, trainings and seminars.

NEW Information

Winter Information for Safe Kids

[Click HERE to View](#)

These fact sheets include information on

- Winter Weather
- Outdoor Safety for Children
- Holiday Fire Safety Information
- Candle Burning Safety Tips
- Winter Driving and Survival Tips

Links

- Poison Is BAD
- Safe Kids USA Home page
- Toy and Holiday Hazards
- SAFE Child at the CDC

Links You Can Use

 Title	Modified
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LOGO – Dresses up the site



Home Site > Panhandle Safe Kids

Panhandle Safe Kids

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Links You Can Use

ID	Title	Modified
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Timely Information, can be linked to either a document or another website, or just give information.



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Panhandle Safe Kids This Site ▾

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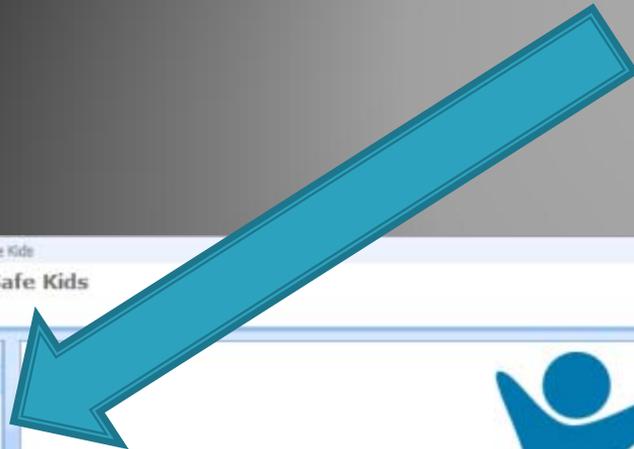
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Title	Modified
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This is a Quick Launch Area, can be customized for calendar Information or data you want the public to access.



Team Site > Panhandle Safe Kids

Sign In | This Site

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Title	Modified
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Team Site > Panhandle Safe Kids

Welcome Don Nicholson

This List

Members Only

Panhandle Safe Kids > Calendar

Calendar

Use the Calendar list to keep informed of upcoming meetings, presentations and other important events.

New Actions Settings View: Calendar

Expand All Collapse All Day Week Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 9:00 AM Panhandle Safe Kids Coalition Meeting	24	25	26	27
28	1	2	3	4	5	6

Task 6
Friday, February 05, 2010

New All Site Content

Documents

- Department Safety Information
- Halloween Safety Tip

Links

- Calendar

Discussion Sites

- Members Only

Recycle Bin

Team Site > Panhandle Safe Kids

Welcome Don Nicholson

This List

Members Only

Panhandle Safe Kids > Calendar > Panhandle Safe Kids Coalition Meeting

Calendar: Panhandle Safe Kids Coalition Meeting

Close

New Item Edit Item Delete Item Manage Permissions Alert Me Export Event

Title	Panhandle Safe Kids Coalition Meeting
Location	Dining Room 1 of NWTH, 1400 Coulter
Start Time	2/23/2010 9:00 AM
End Time	2/23/2010 9:00 AM
Description	Contact Monica Diaz for more information.
All Day Event	
Recurrence	
Workspace	

Created at 2/19/2010 3:57 PM by Don Nicholson
Last modified at 2/19/2010 3:57 PM by Don Nicholson

Close

Put your newsletter on the front page (really saves in printing and postage).



The screenshot shows the Panhandle Safe Kids website. The main content area features a logo with three stylized figures (a large one in the center, two smaller ones on either side) standing on a globe. Below the logo, the text reads "Safe Kids Panhandle". A large blue arrow points from the top right towards the "Click here for the Winter 2009 Nwth Building Blocks Newsletter" link.

Team Site > Panhandle Safe Kids

Panhandle Safe Kids

PSK - Main

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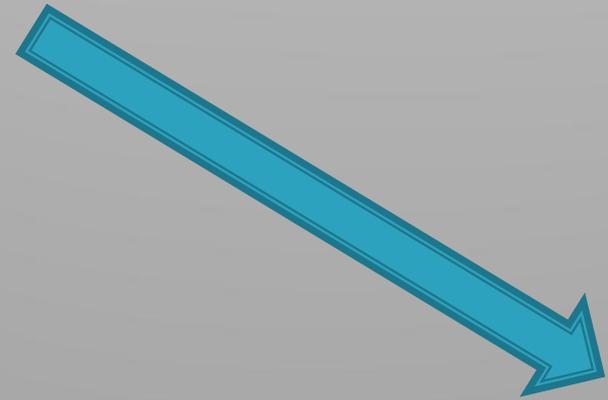
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Links You Can Use

ID	Title	Modified
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This is where members sign in. This access allows them to see other tabs, update the calendar, or upload documents to the site. NOTICE the tabs on the next slide, more than the PSK–Main one



Team Site > Panhandle Safe Kids

Panhandle Safe Kids

PSK - Main

View All Site Content

Documents

- Important Safety Information
- Halloween Safety Tips

Lists

- Calendar

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Sign In

This Site

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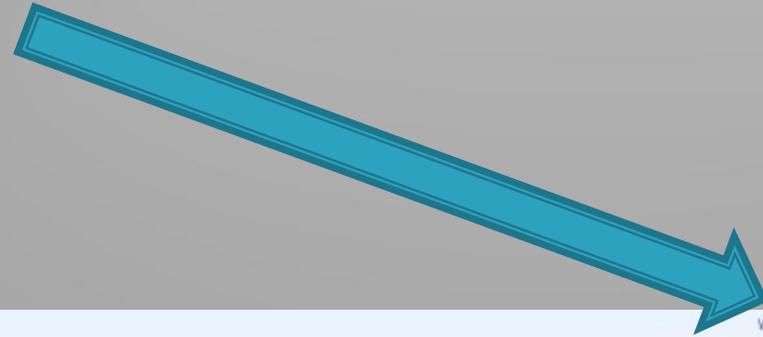
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Title	Modified
-------	----------

Notice the new tab, only signed in members can access the information there.



Team Site > Panhandle Safe Kids

Panhandle Safe Kids

PSK - Main Members Only

View All Site Content

Documents

- Important Safety Information
- Halloween Safety Tips

Lists

- Calendar

Discussions

Sites

- Members Only

Recycle Bin

Welcome Don Nicholson

This Site

Site Actions

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Panhandle

Announcements (click cancel when asked for member sign-in)

New For WINTER
by Don Nicholson 12/17/2009 2:19 PM

[Click here for the Winter 2009 NWTB Building Blocks Newsletter](#)

Public Information
by Don Nicholson 11/24/2009 3:17 PM

Check out the Calendar (right hand block) for upcoming events, trainings and seminars.

Shop Safe
by Don Nicholson 11/24/2009 1:18 PM

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[Add new link](#)

Links You Can Use

Title	Modified
New For WINTER	12/17/2009 2:19 PM

Direct Links to Stakeholder pages
or current general information



Team Site > Panhandle Safe Kids

Panhandle Safe Kids

PSK - Main

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- Halloween Safety Tips

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Future Presentation Topics

- ▶ URL linkage with SharePoint Site
- ▶ Using HYPERLINK to put a URL in Plain English
- ▶ Public Access
- ▶ Member vs Public Access
- ▶ Announcements – How to Set Up
- ▶ Calendar – who can do what
- ▶ How to set up a survey, something besides yes/no; branching logic, get their names and emails
- ▶ Discussion Boards, Pro – Con
- ▶ Document Access – upload / download
- ▶ Library – how do we get everyone's updates to the document
- ▶ Using Pictures and logo areas
- ▶ HITS – how many people visit this site, and when?

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