

SharePoint for the Natural Heritage Network

- 1) **What is SharePoint?** SharePoint is a resource for the entire natural heritage network, designed to facilitate collaboration, enhance communication, and allow programs to share information via the internet.
- 2) **What can SharePoint do for me?** You already know that collaboration involves more than just file sharing; what you might not know is that SharePoint helps you do everything collaborators do: share files, announcements, and links, discuss ideas and issues, schedule tasks and meetings. Whether your teammates are across the hall or across the continent, SharePoint provides centralized, web-based access to all that information.
- 3) **Why is SharePoint important for the Natural Heritage Network?** It is no secret that Natural Heritage Programs are dealing more and more with shrinking budgets and doing more with less money. Many programs have strengths that other programs may not have. Whether it is a new innovation they have built, handheld database forms, examples of successful grants, or an arsenal of Crystal Reports and queries, SharePoint is a valuable tool that will allow us to share these types of resources among programs. Too many times, Heritage programs work on similar projects independently or invest time and money into something that another program has already done. With SharePoint, we now have a central location where programs can post these resources to share with other programs.
- 4) **What is the current rollout plan for SharePoint?** Our current rollout plan for the site is to release it to targeted groups on a monthly basis. There are a handful of groups who are already using the site, but up until this point, the releases have been to small groups of people. The coordinators had a training last month, but the Data Managers are the group that I feel will benefit most from the site, at least initially. Think of yourselves as guinea pigs of sorts. Other disciplines will follow after the coming months, with a full scale launch to the entire network planned for the Conservation Conference in May.
- 5) **What kind of training will be offered for SharePoint?** In addition to the monthly targeted rollout trainings, we will offer some monthly WebEx trainings after the Conservation Conference to get people acquainted with SharePoint. They may be focused on a particular area of SharePoint or more general depending on what the needs of the network are. In addition, there is a User Guide available on SharePoint as well as a FAQ site that will be continuously updated.
- 6) **What if I have an ideas or suggestions for SharePoint?** Bring it on! Chances are, if you have a use for SharePoint, someone else does to. There is a form on SharePoint to request a new Working Group site if you have something already in mind. If you just want to discuss some ideas or suggestions on how to make SharePoint better, please call or e-mail [Shelley Cooke](#) and she will be happy to discuss it with you.
- 7) **What if I need technical assistance?** Before you call, make sure to check the User Guide, FAQ, the SharePoint forum, and other documentation listed on the Help Site. If you need further technical assistance, call or e-mail [Shelley Cooke](#) and she will be happy to assist you.