SHAREPOINT HUB SITE

FINGER LAKES
HEALTHCARE SYSTEM

PROPOSED BY
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https://dvagov.sharepoint.com/sites/VHAFLHCSHUB

SHAREPOINT TEAM

Cathleen Bement
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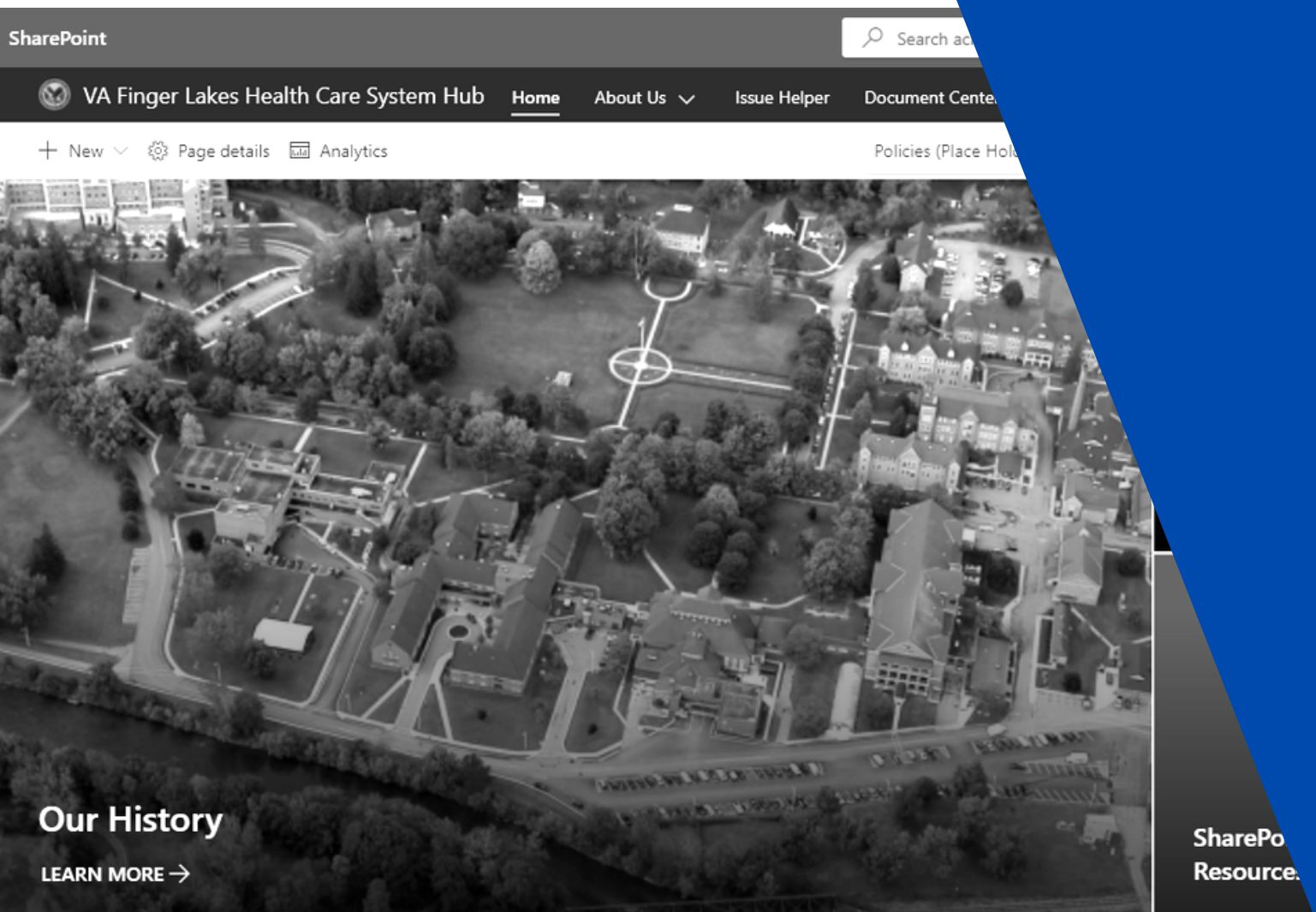


OVERVIEW OF THE PROJECT

PROPOSED BY

FINGER LAKES SHAREPOINT TEAM

Ali Meredith, the Area Manager for Development, Security, and Operations of VA Bath-Canandaigua, has tasked the IT Department to organize, update and modernize the division's Intranet SharePoint website.

The objective of the project is to bring the division up to date on the current SharePoint standards and unify the entire operation with a general look and feel.

Incorporate pertinent information by adding and/or updating content in the form of how-to instruction, internal contact information, training documentation, etc.

Display a user-friendly taxonomy for easier navigation allowing easy maneuvering of the sites to better help departments function in their daily responsibilities.

INFORMATION AT YOUR FINGER LAKE TIPS

YOU SHOULD KNOW

- We will be working with VA SharePoint Platform Team who will assist in our upgrades.
- Microsoft SharePoint 2010 workflows will stop working on December 31. Those will need to be rebuilt using the current available conventions.
- Some information on the SharePoint can be dated far back as far as 2006.
- Departments are approaching their unique sites differently and we would like to uniform them so we look like one cohesive organization.

If you're unaware, the basic structure of a website starts with a **Home Page**. In the case of our VA there will be several home pages - one for each department that would request or need one.

To link all those home pages together a **Hub Page** was created.

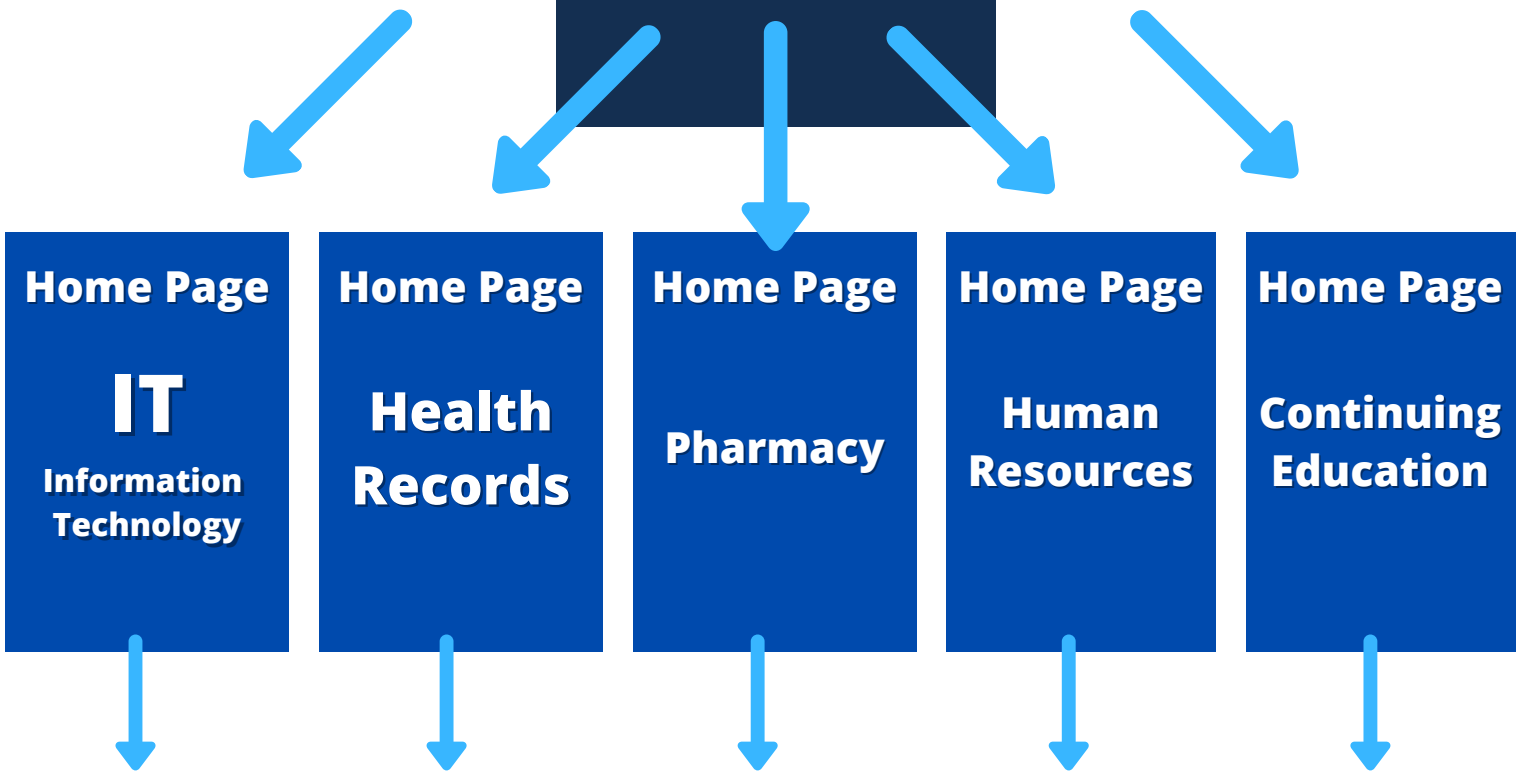
Navigation (Menu)

Hub Page

Main Finger Lakes Site

For our Intranet Navigation, the **HUB Page** will branch off to your individual **Home Pages** and then you'll each have your internal pages just like you would see on a standard website.

The diagram below gives you a general idea of how that would look for simplicity's sake.

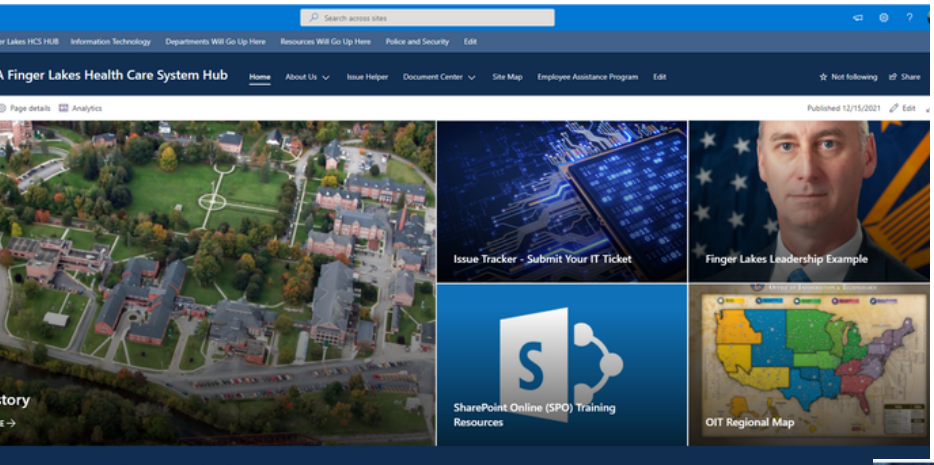


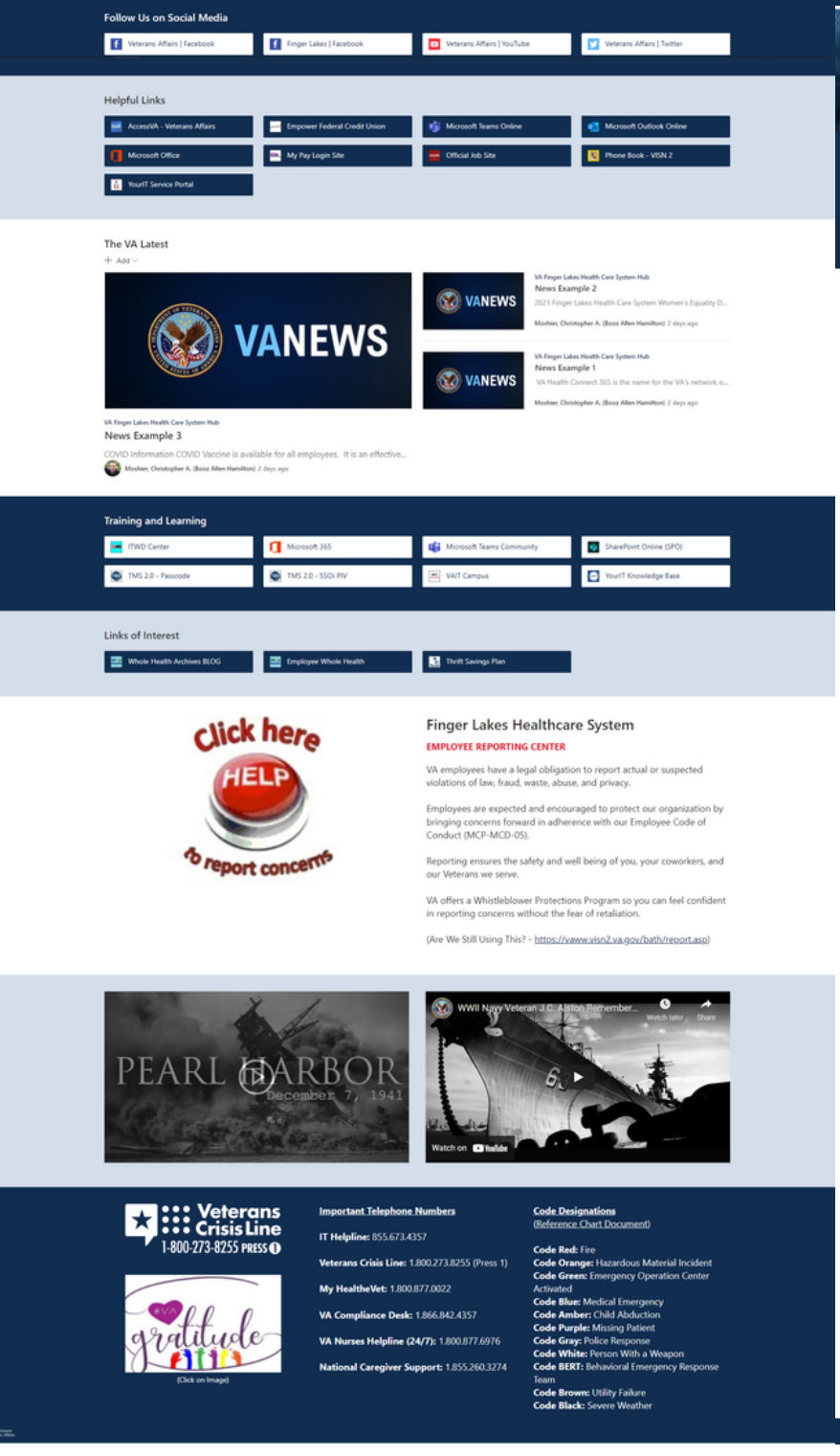
Our Department Example

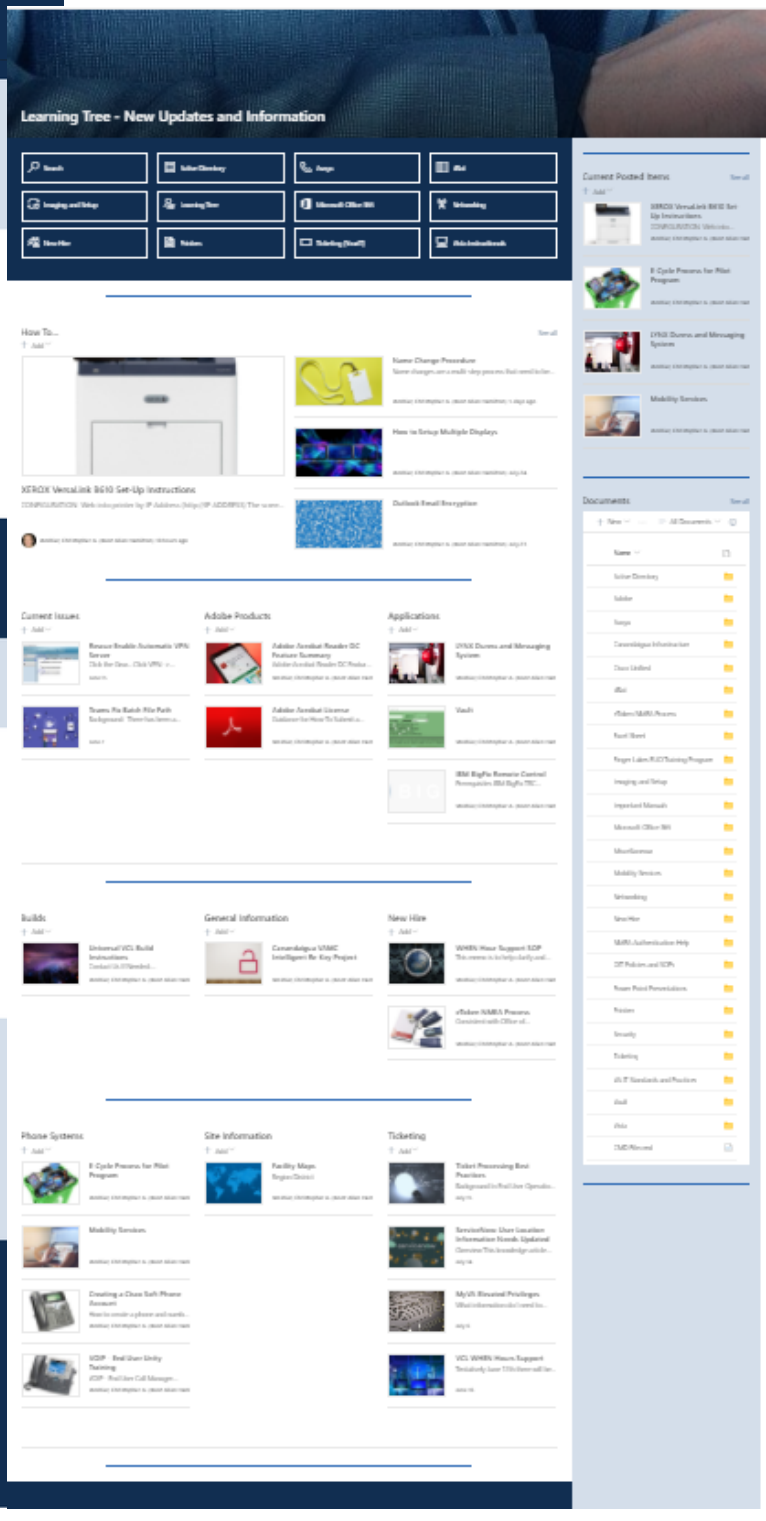
https://dvagov.sharepoint.com/sites/VHAFLHCS/OIT

This may not be visible so please inquire to see the example.

Page and News Examples For the Current Finger Lakes Site Being Worked On.







OBJECTIVES

- Back up old site and placed in a repository
- Work to get old and irrelevant content obsolete
- Work to get new and applicable materials online
- Work to get Workflows rebuilt with current conventions (completed)
- Turn all sites into SharePoint Communication Sites if needed
- Determine if Department has a Teams site or needs a Group site for collaboration
- Standardize Department Pages to a certain degree
- Universal Menu (Taxonomy) Structure
- One-on-One hands-on SharePoint instructions if needed
- Point of contact if questions need to be answered in maintaining individual community sites

WHAT WE DO

We recognize that there will be different levels of understanding based on who has used SharePoint to date or even people who have never used it.

We offer a point of contact with someone who can assist if any issues, questions, or challenges that come up by providing training, power automation, design, or anything else you would need help with to make your work lives that much easier.

Microsoft 365 offers a lot of customizability and cross-functioning between their services. Processes that, perhaps, haven't yet been considered that we would be more than happy to assist in going over.

MICROSOFT IS RETIRING SHAREPOINT 2010 WORKFLOWS EFFECTIVE WEDNESDAY, DECEMBER 31, 2021. THIS MEANS THAT ANY BUSINESS PROCESS THAT IS DEPENDENT ON A SHAREPOINT 2010 WORKFLOW WILL STOP WORKING AT THE END OF THE YEAR AND IMMEDIATE ACTION IS NEEDED.

We're here to help as much as you would like beyond actually taking care of the content of your sites. That would continue to remain on the individual departments.

We look forward to working with you in updating our division's SharePoint Website with a fresh look and even fresher relevancy.