



Site Administrator for SharePoint

Quest Site Administrator for SharePoint provides tools to understand and manage your entire SharePoint environment; giving IT the much needed visibility into all SharePoint servers, site collections, and sites. Utilize over 30 reports available as well as built in global policy settings to help you reduce risk. The reports and policies help administrators manage their infrastructure to avoid problems like poor network performance, server storage issues, security breaches, support backlogs and non-conformance to information compliance guidelines.

Quest Professional Services (PSO) offers installation, implementation, guidance, and training on how to successfully administer SharePoint using Site Administrator. Let us work with your technical and business teams to establish and roll out policies and best practices in your SharePoint environment. Combining Quest's cutting edge technology with industry leading experts in the SharePoint space ensures a great foundation for your SharePoint environment. Laying a solid base minimizes risk and maximizes the ability to manage this rapidly expanding technology and evolving in your environment.

Quest Professional Services created a formal, phased implementation methodology, the Simplify IT Management or SIM Methodology, by cultivating best practices from hundreds of engagements. Each stage represents major phases of an IT project; whether you're working on a migration, change management, database/capacity planning, or identity management project.

Strategy: Quest PSO begins the engagement by meeting with your business and technical teams to discuss:

- Current SharePoint environment
- Reporting needs
- Security
- Compliance and audit requirements
- Backup and Recovery

Upon completion of this discovery process, Quest consultants provide recommendations and documentation to help manage SharePoint in your environment.

Implementation: Quest PSO installs and configures the tools necessary to implement and maintain the resultant policies and procedures developed from discovery. The consultant implements Site Administrator reporting and policies to track and enforce security, compliance, audit, content limitations and alerts. Recovery Manager (optional) is used to manage historical backup information and to begin collection of backup information using LiteSpeed.

Services Activities:

- Install and configure Site Administrator
- Perform Discovery on Sharepoint Environment
 - o Identify Managed Servers
 - o Identify Unmanaged Servers
 - o Document Errors
- Correct Errors on Sharepoint Servers

- Perform Discovery again to refresh list
- Remove servers not to be managed by this instance of Administrator

- Discuss Reporting
 - Provide knowledge transfer on available reports and impact of collection
 - Determine which reports are necessary/desired for each server
 - Determine policies for retention of reports
 - Develop resource usage table to determine future costs of reporting

- Enable Reporting
 - Configure report gathering
 - Turn on appropriate reports
 - Schedule execution of reports
 - Set-up E-mail notifications on key reports

- SharePoint Administration
 - Perform knowledge transfer on SharePoint administration
 - Discuss best practices
 - Document current high level SharePoint environment
 - Provide guidance on management of SharePoint sites

- Policy Manager
 - Perform knowledge transfer on Policy Manager
 - Discuss current policies and Service Level Agreements with site and document owners
 - Content limitations
 - Security
 - Audit
 - Map document and site policies for continuity
 - Policies
 - Alerts
 - Apply policies to site and documents based off of discovery

- Review plans for Recovery Manager (Optional with purchase of Recovery Manager for SharePoint)
- Discuss current backup and recovery system and processes
- Install and configure Recovery Manager for SharePoint

Management: The consultant ensures a full knowledge transfer on all technologies implemented and provides guidance for the continuing deployment and management of SharePoint sites.

- Perform knowledge transfer on Recovery Manager
 - Supported backup formats
 - Analyzing backups
 - Searching
 - Restoring files

Get Started Now!! This offering is fixed-fee and consists of consulting services performed over a one week period.

The price of this package including expenses is \$15,000.