

## Site Provisioning Assistant (SPA) for SharePoint 2007

*Automation and Governance of SharePoint Site Requests*

### OVERVIEW

Your organization has successfully implemented SharePoint 2007. You have established a well-defined taxonomy and guidelines for consistent look and feel across sites. You want to manage the growth of your SharePoint 2007 implementation so it doesn't end up a mess like the "old intranet." But your users are requesting new SharePoint sites faster than you can manage! And SharePoint's default "self-service site creation" feature is not an option for your organization due to its lack of fined-grained controls.



### THE CHALLENGE

How do you eliminate the bottlenecks in your organization's process for handling new SharePoint site requests?

With **Site Provisioning Assistant (SPA)**, you can automate the process of handling requests for new WSS v3.0 and MOSS 2007 sites.

As a SharePoint administrator, **SPA** provides you with answers to key questions such as:

- How can I enable our users to have the SharePoint sites they need in a timely manner, but maintain the integrity of our organization's taxonomy?
- How can I give our users an easy to use, consistent interface for requesting new SharePoint sites?
- How can I automate my organization's approval process for requesting new SharePoint sites?

**Site Provisioning Assistant (SPA)** for SharePoint 2007 is designed specifically to allow users to submit a request when they would like to have a new SharePoint 2007 site provisioned.

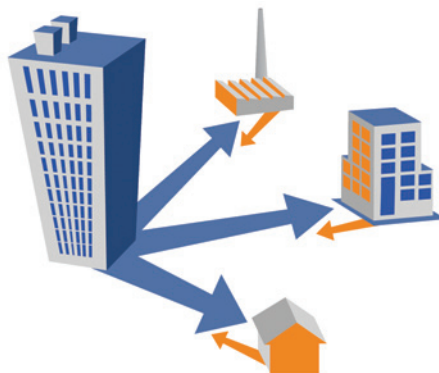
Administrators can easily associate custom workflows with the new site requests, asking for approval prior to site creation.

### KEY CAPABILITIES

SPA significantly improves the process for handling new SharePoint 2007 site requests and eliminates bottlenecks.

It includes provisioning and configuration tools that:

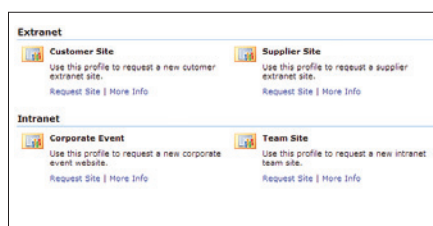
- Automate an organization's approval process for requesting new SharePoint sites – making it quick and easy.
- Allow users to submit a request when they would like to have a new SharePoint 2007 site provisioned.
- Give users a simple, consistent interface for requesting new SharePoint sites.
- Provide custom workflows with the new site requests, asking for approval prior to site creation.
- Maintain the integrity of an organization's taxonomy.
- Capture all site activity in a detailed, simple-to-read audit log, allowing administrators to track service level and maintain compliance.



### CONFIGURATION TOOLS

#### Simple Site Requests

The Site Provisioning Assistant application makes the process of requesting new sites easy. The Site Request web part located on the splash page of the provisioning management website contains a list of provisioning profiles that are available to guide new site requests.



#### Custom Workflows

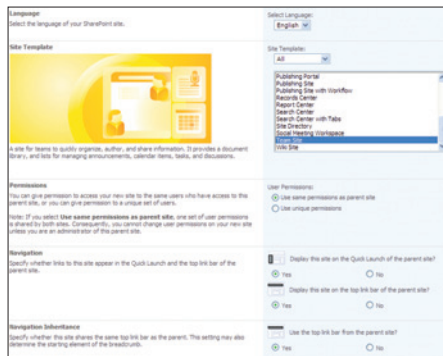
Custom workflows, such as an approval process, can be created and launched with the site request.

## Provisioning Profiles

SPA uses provisioning profiles or a collection of settings which determine how and where a new SharePoint site gets created. An administrator can create a new provisioning profile and define the settings that are made available for users requesting new sites.

Provisioning profile settings include Title, Description, Category, Location, Site Template, Workflow Settings and Additional Input Fields.

Provisioning profiles allow the SharePoint administrator to create common scenarios and gather custom data from users when they request new sites.



Many organizations have specific needs and requirements during the process of requesting and provisioning a new SharePoint site.

Provisioning profiles allow an administrator to create common scenarios and gather custom data from their users when they request new sites.

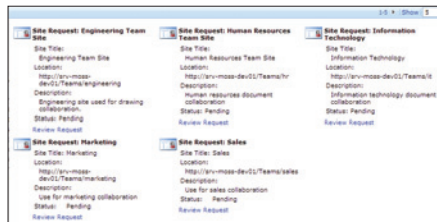
For example, some commonly used intranet provisioning profiles include Departmental Intranet Site, Product Development Team Site and Corporate Event Site. Common extranet provisioning profiles include Partner Collaboration Site, Customer Site, and Acquisition Team Site.

The advantage of using a provisioning profile over SharePoint's out-of-the-box Create Site page is that a provisioning administrator is able to gather custom data from site requestors, set a designated location for specific types of sites and assign a formal review process for new site requests.

## Tracking Tools

The View Provisioning Requests page may be used to review a user's site request history. This page provides a Search Options filter that users may use to narrow site request search results.

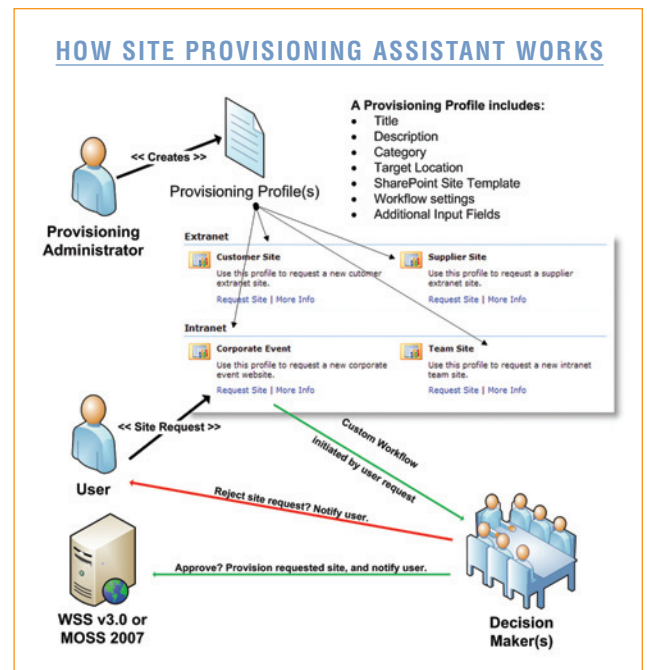
Search fields include Search Text, Approval Status and Provisioning Status.



## Typical Applications

Site Provisioning Assistant is ideal for:

- Legal, Accounting, Advertising or other professional services industries that need standardization and automation of client collaboration sites.
- Establishing templates and processes for creating frequently occurring project-related SharePoint sites.
- Enabling better governance and control over the SharePoint site request process in organizations that have a high volume of SharePoint site requests.
- Ensuring that established taxonomy rules are followed when new sites are created.



## Ordering Information

Site Provisioning Assistant is available as a stand-alone product, and also is included with Extranet Collaboration Manager for SharePoint 2007 in the ExCM-Enterprise Bundle.

To download a fully-functional trial version for evaluation on your own servers, visit: [software.sharepointsolutions.com](http://software.sharepointsolutions.com)

To order, visit [shop.sharepointsolutions.com](http://shop.sharepointsolutions.com)

## System Requirements

Windows SharePoint Services version 3.0 or MOSS 2007 compatible

## About SharePoint Solutions:

Based in Nashville, TN, SharePoint Solutions has been a nationwide leader in expert-led public classes on SharePoint products and technologies. The company also professionally develops high-quality commercial add-ons for SharePoint. For more information about SharePoint Solutions, visit <http://sharepointsolutions.com>.