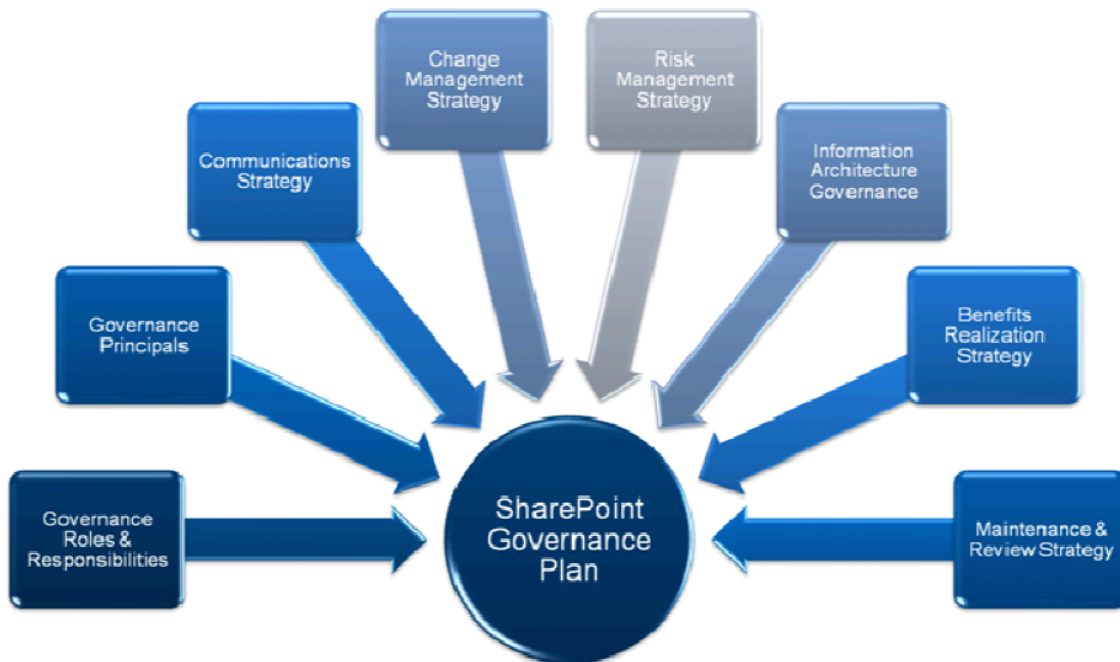


Global Reach. Local Service.

## Synergy Packaged Services SharePoint Governance Planning

### The Importance and Role of a Governance

The primary goals of governance policies and standards are to minimize risk and maximize the realized business benefits from a SharePoint project. Compliance requirements will vary depending on the business type, industry and the scope/importance of the project. They will typically be owned by people in roles such as Compliance Manager, Quality Manager or Company Secretary. A governance plan also needs to cover mid-tier responsibilities associated with the ownership of content, such as lists and libraries, and use of SharePoint's collaborative features such as team sites, wikis and blogs. It covers training, the establishment of departmental policies for information management, and communication and change management. Ownership typically rests with Internal Communications, but in smaller companies may rest with IT.



### Synergy SharePoint Governance Framework

Good governance for SharePoint is something Synergy builds into every project. We have a framework for SharePoint governance which ensures compliance with high level policies and standards. At the same time, it provides guidance for mid-level collaboration and content ownership.

### One Size Doesn't Fit All

We take our framework as a starting point and adapt it to your project's particular needs. We reference your project management methods or adapt our framework boilerplates to ensure you have a guide which is appropriately scoped, but complete.