



Global Reach. Local Service.

## Synergy Packaged Services

# SharePoint Optimization Audit

### Check the Health of Your SharePoint Farm

SharePoint does not have to be challenging to maintain. If it is installed and configured correctly and maintained on a regular schedule, it is a reliable and robust platform. During our audit, we review your current SharePoint installation, looking for problems or potential issues related to the configuration. These may range from simple changes that can improve performance, to problems which, if not fixed, could lead to catastrophic failure. Synergy reviews your installation against a checklist of best-practice guidelines which have been proven to provide the best results depending on the size and configuration of your farm.

### Deliver Value to Your Organization

Many organizations would like to use SharePoint to drive more benefits to their staff. The challenge is to identify and prioritize where that value can best be derived, and develop a plan for going about it. Synergy's approach is to begin by examining an organization's primary business objectives and immediate goals, looking for those areas where SharePoint's strengths can bring the greatest return on investment. We then put together a tiered range of recommendations along with cost to implement, and the expected benefit to be gained. We combine this with a schedule timeline and a fixed-price quotation for making the changes. This provides a roadmap to your organization for addressing both immediate and long-term requirements that can be used in the planning and budgeting process.

### Synergy's Fixed-Price Approach

The primary output of the Synergy audit is a Findings document which provides recommendations and a fixed-price quotation. There is no obligation to proceed with the project but, if accepted, Synergy guarantees to complete the solution within the quoted budget. Among the recommendations that Synergy may make, would be to continue work through additional packaged services such as our SharePoint Governance Planning service or one of our SharePoint training classes.

### Synergy's Audit Process

The project involves 2-3 days of on-site meetings and analysis in which Synergy gathers requirements and meets with stakeholders. Following this, Synergy consultants work off-site to collate and analyze the details and develop a customized solution for the customer. The entire process takes roughly two weeks, depending on scheduling and availability of stakeholders.