

JumpStart Package for **SHAREPOINT**

By NIFTIT LLC



JumpStart Package for
SHAREPOINT

Tired of your plain SharePoint installation?

Working with Office 365 but not knowing where to start with SharePoint?

NIFTIT develops a SharePoint JumpStart package to match your intranet to your company identity. Not only does it allow you to display a welcoming, custom website, but you will also gain helpful default features that will allow you to quickly start your journey into enterprise collaboration.

01 — PRICING

NIFTIT offers competitive pricing for its SharePoint JumpStart package. Rates start at 7,499 USD*.

02 — BENEFITS

- Branded portal to fit your company identity
- Enhance user adoption
- Full responsiveness so users can access the portal on a wide range of devices
- Integration of core SharePoint functionalities
- Quick and easy setup
- Announcements and events list to keep your team better informed
- Simple directory to quickly find users
- Inclusion of a contact form with notification
- Replicable innumerably across other sub-sites
- Support for 90 days

*Registered nonprofits with valid 501(c)(3) status and education organizations will acquire the solution at the discounted price of 4,999 USD.

03 — THE PROCESS

NIFTIT breaks it down to 5 easy steps:

- We meet (up to 4 hours included)
- We design (up to 10 hours included)
- We implement (5-10 business days)
- We train (up to 4 hours included)
- We support (for 90 days)

STEP 1. MEET

The meet-and-greet allows NIFTIT to gain a deeper understanding of your company and its expectations in regards to its SharePoint environment. During this process, we will discuss the documents, architecture, access, platform and data shared by your organization. NIFTIT will collect and analyze the information provided in order to best customize your JumpStart package for SharePoint.

PROCESS	ATTENDEE(S)	TIME
Discovery Meeting(s)	NIFTIT Architect	4 x 1 hour
TOTAL		4 hours

STEP 2. DESIGN

NIFTIT Creative will work collaboratively with your organization in order to establish a solution that aesthetically fits your company expectations and guidelines.

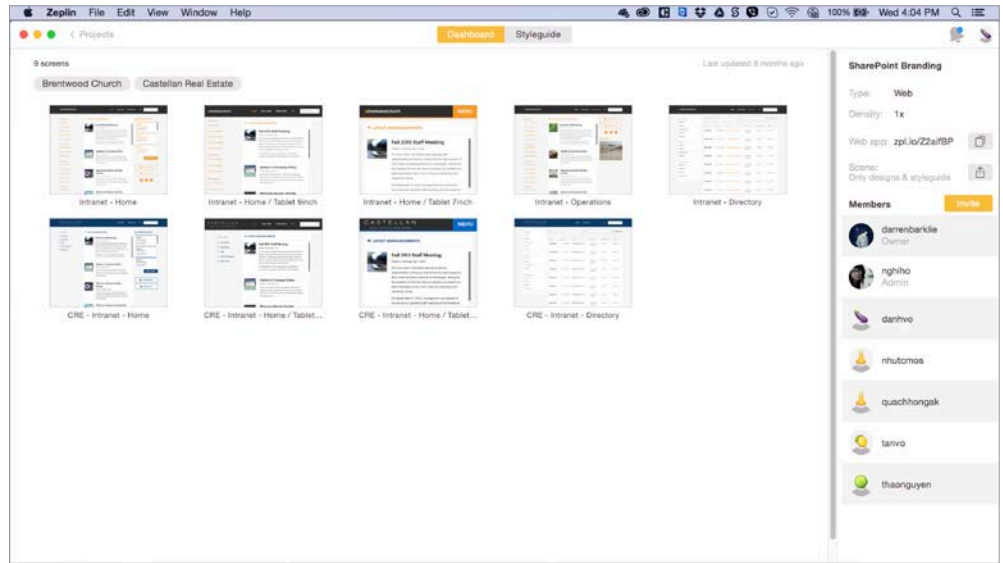
PROCESS	ATTENDEE(S)	TIME
Introduction/Discovery Creative Meeting	NIFTIT Creative Lead	1 hour
Design Composition	NIFTIT Creative Team	6 hours
Review Meeting	NIFTIT Creative Lead	1 hour
Adjustments & Release	NIFTIT Creative Team	2 hours
TOTAL		10 hours

Deliverables expected are as follows:

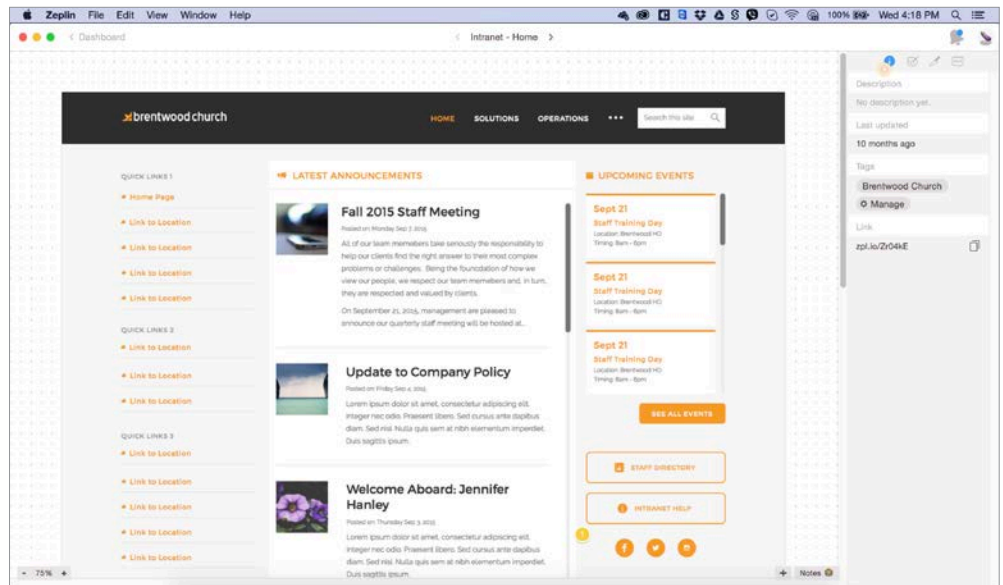
- Design composition for your SharePoint site
- Design acceptance document

Once we receive your approval, we will move to the implementation phase.

Design Composition view of all SharePoint pages for the Brentwood Church nonprofit organization based in Tennessee.



Homepage design for the Brentwood Church nonprofit organization based in Tennessee.

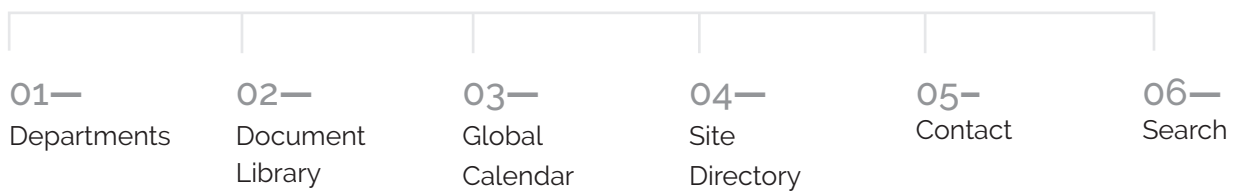


STEP 3. IMPLEMENTATION

NIFTIT will then make all the proper adjustments in order to adjust our core solution to the validated design composition. Once the package is ready for deployment, NIFTIT will gain access to your environment in order to prepare it for setup/the configuration of the features and pages prior to launching the solution.

NIFTIT's JumpStart package for SharePoint provides a site map that fits most organizations using SharePoint. (Review the details of each layout in the "Package Component" section of this document).

HOME



PROCESS	ATTENDEE(S)	ETA
Adjust Core Solution	NIFTIT Dev Team	1 - 2 days
Preparing Environment	NIFTIT Architect	1 - 2 days
Deployment	NIFTIT Architect	0.5 - 1 day
Setup/Configure Features	NIFTIT Dev Team	0.5 - 1 day
Setup/Configure Page(s)	NIFTIT Dev Team	2 - 4 days
Review Meeting	NIFTIT Architect	1 hour
TOTAL		5 - 10 days

Deliverables expected are as follows:

- JumpStart package installed and configured
- Deployment Guide

STEP 4. TRAINING

Once implemented, NIFTIT will ensure that you are trained to leverage your newly branded SharePoint site. One of our SharePoint architects will deliver user training and can answer composition, usability, and technical questions related to our SharePoint JumpStart package.

PROCESS	ATTENDEE(S)	TIME
Training Meeting(s)	NIFTIT Architect	2 x 2 hours
TOTAL		4 hours

STEP 5. SUPPORT

After training is completed, NIFTIT will stand by and support the recently deployed package for 90 days. This allows your team the opportunity to ease into the adoption of the solution and ensures there is always someone at hand to assist if necessary.

NIFTIT support covers all the developed items included as part of the JumpStart package (master pages, page layouts, and CSS/JS files). Any 3rd party applications/tools, client modifications to the core SharePoint system, or alteration of the JumpStart package for SharePoint is not supported under this scope of work.

All requests can be submitted to our ticketing system via sp@niftit.com.

04 — PACKAGE COMPONENTS

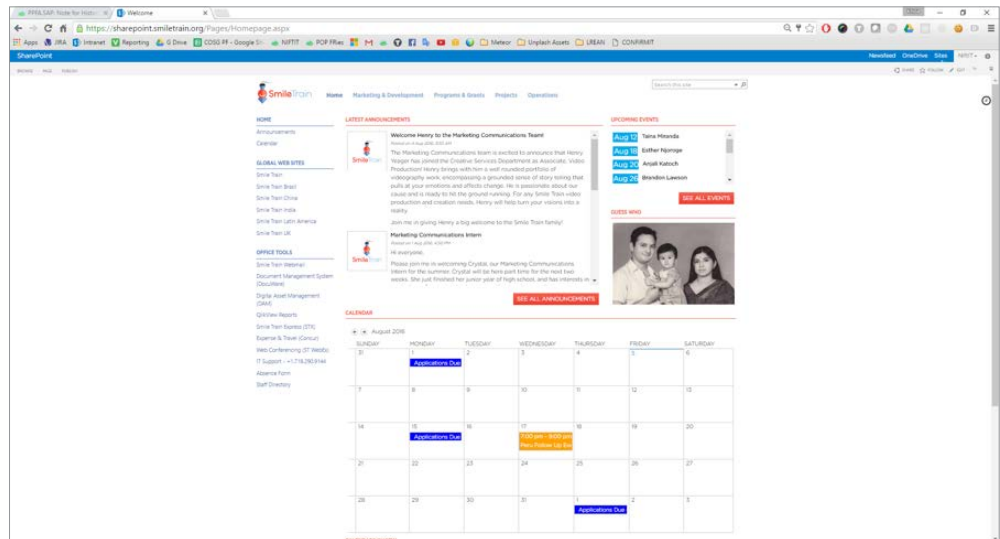
Note that all components are developed to be fully responsive.

COMPONENT 1. HOME PAGE

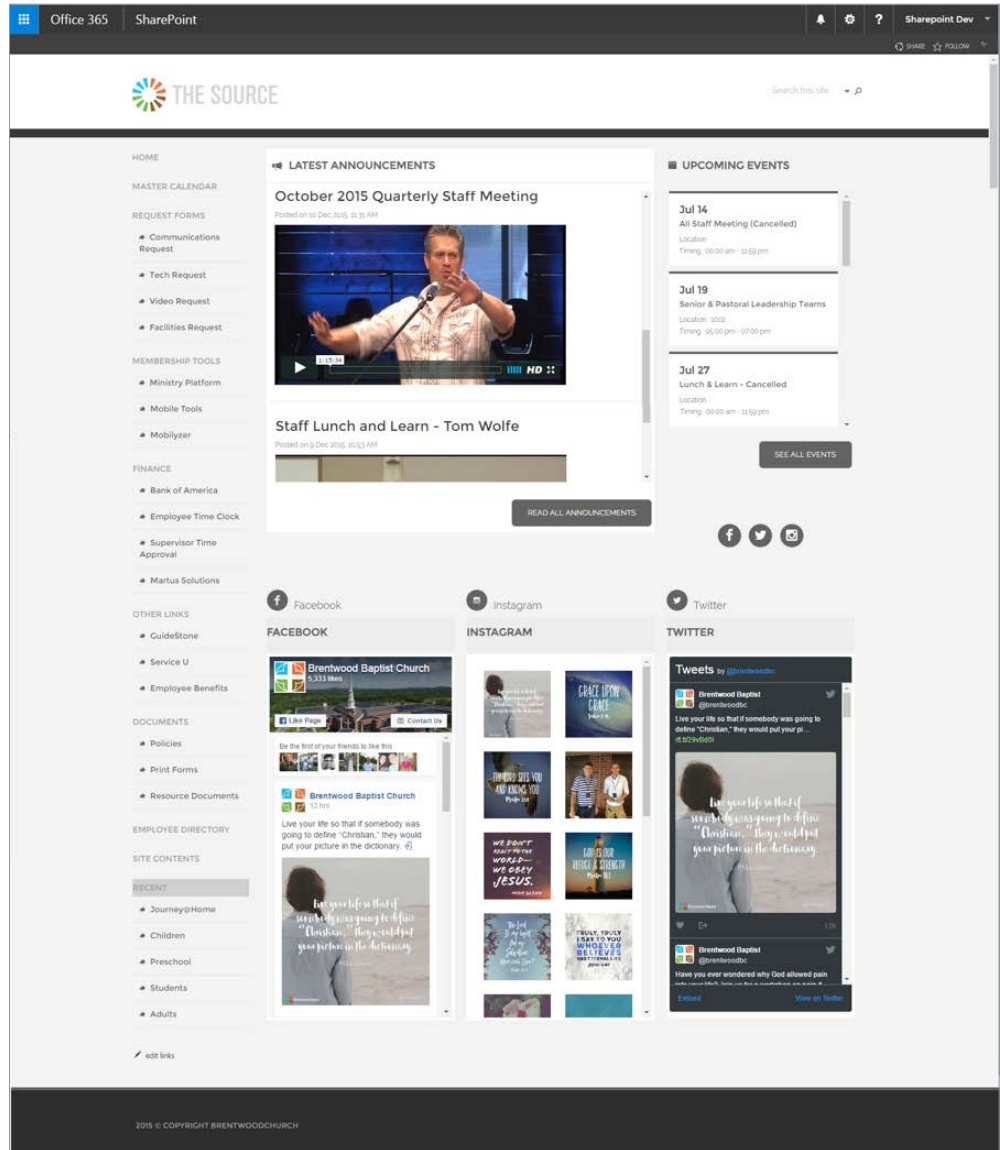
NIFTIT's SharePoint JumpStart package will provide you with a homepage that fits the needs of your organization. A hub for the entire organization, this page will typically display:

- Announcements List
- Calendar(s)
- Events List
- Quick Links
- Search bar
- Site Navigation
- Social Media Embedding (Facebook, Twitter, LinkedIn, WordPress)
- Footer

Smile Train, a nonprofit based in NYC, utilized the homepage to provide a one-stop hub for all their employees currently working in over 100 countries.



Brentwood Church's SharePoint homepage uses social media, upcoming events, and announcements to keep its members up-to-date.



COMPONENT 2. PAGE LAYOUT

NIFTIT's SharePoint JumpStart package integrates with SharePoint and therefore leaves the core functionalities of the platform intact. In other words, you can still create your own site, pages, and page layouts within the context of your new branded page. This ensures all your pages will be formatted in the same manner.

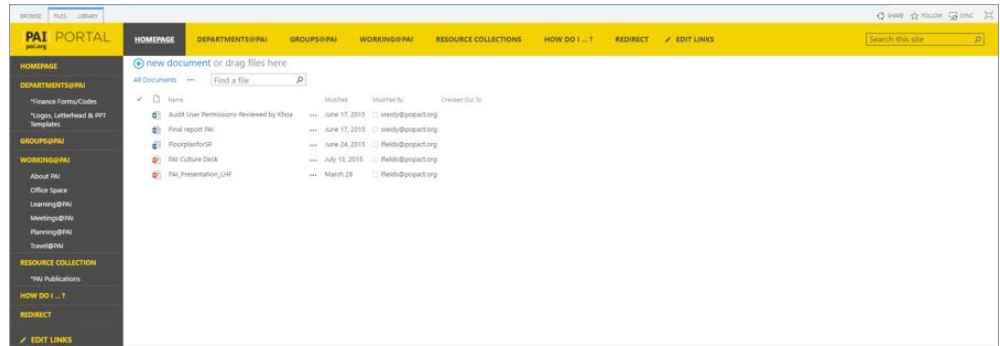
Components you can create include:

- Single content page
- Document library
- List library

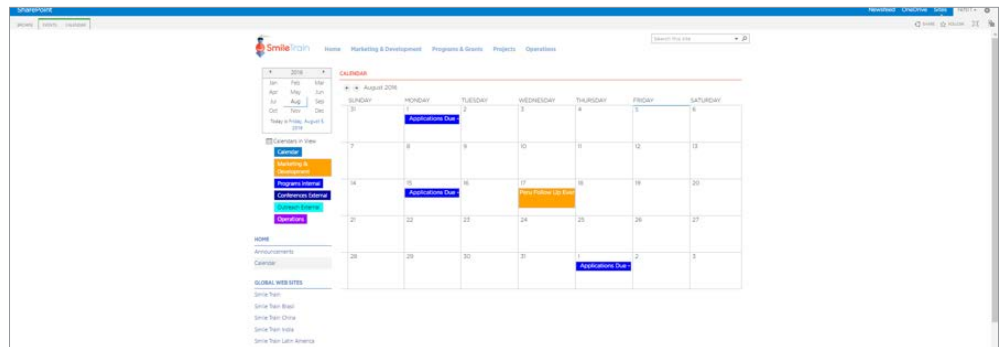
Here are examples of pages that can be created:

- Department landing pages (package includes up to five department listings)
- Document Libraries (package will include one [1] default library)
- Calendar page (package will include one [1] calendar display)
- Wiki page
- Reports page
- Quick links page

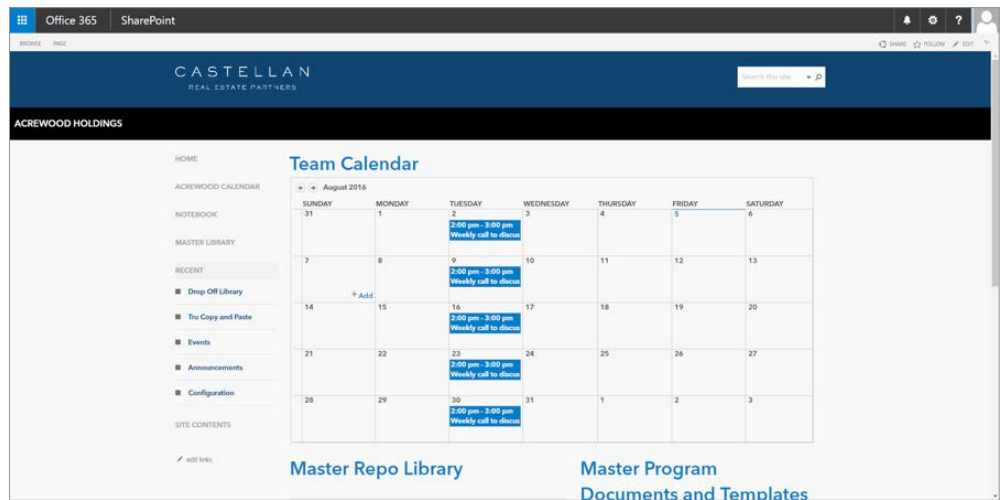
Example of a document library page for PAI, a nonprofit based in Washington D.C.



Example of a calendar page for Smile Train, a nonprofit based in NYC.



Castellan, a real-estate company based in NYC, uses the page to display calendars, quick links, and documents.



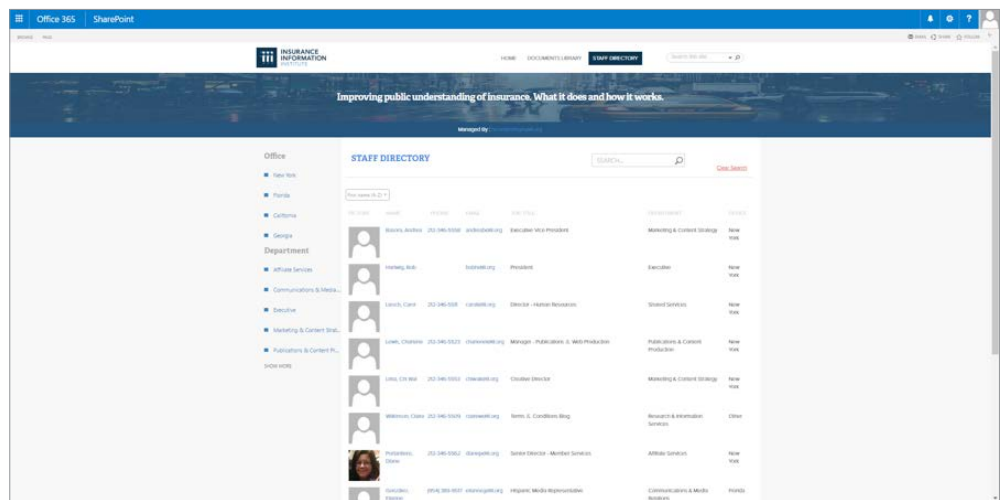
COMPONENT 3. STAFF DIRECTORY

Even small and medium organizations can benefit from having a single index for all employees. This feature will connect you directly to your Office 365 user ledger, allowing the most up-to-date information to display in your intranet.

NIFTIT's SharePoint JumpStart package allows:

- Up to 10 default fields (based on fields provided and populated in the Office 365 user ledger or Active Directory)
- Up to 3 custom filters
- Search for all user information displayed
- Sorting by first name and last name

Insurance Information Institute, based in NYC, utilizes the staff directory to quickly find phone extensions.

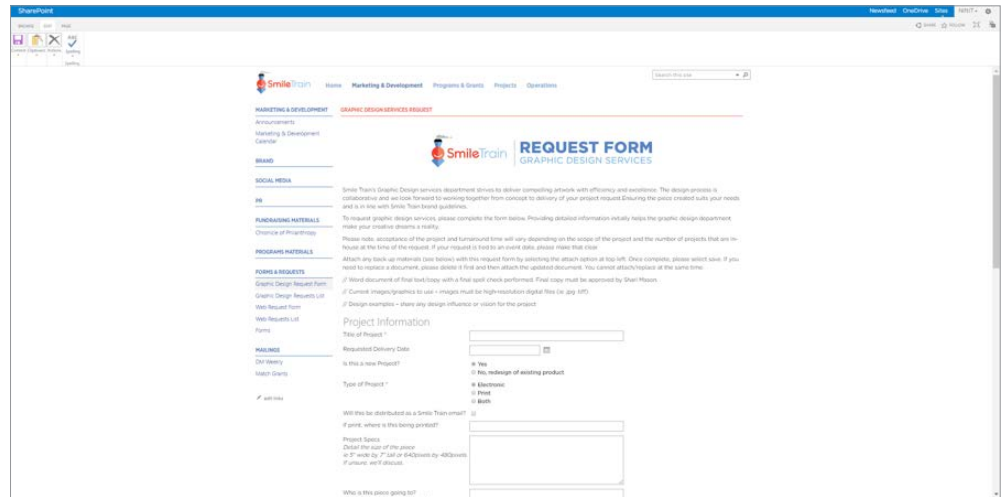


COMPONENT 4. CONTACT FORM

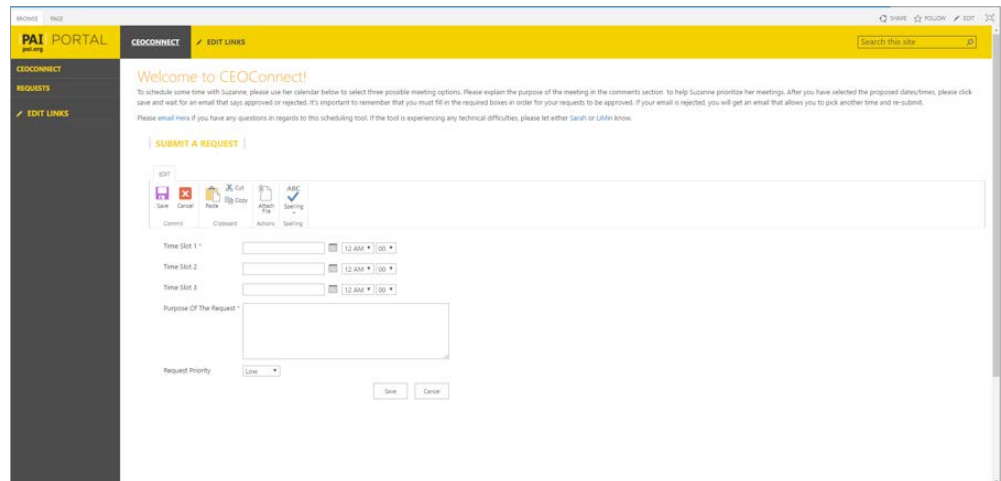
The contact form can be used internally for many purposes. Whether you want to send requests to certain teams or notify one specific individual, NIFTIT will set-up one (1) contact form with the following specifications:

- Up to 5 default SharePoint fields
- Default SharePoint notification workflow

Smile Train, a nonprofit based in NYC, uses the contact form to send requests from employees to the Graphic Design team.



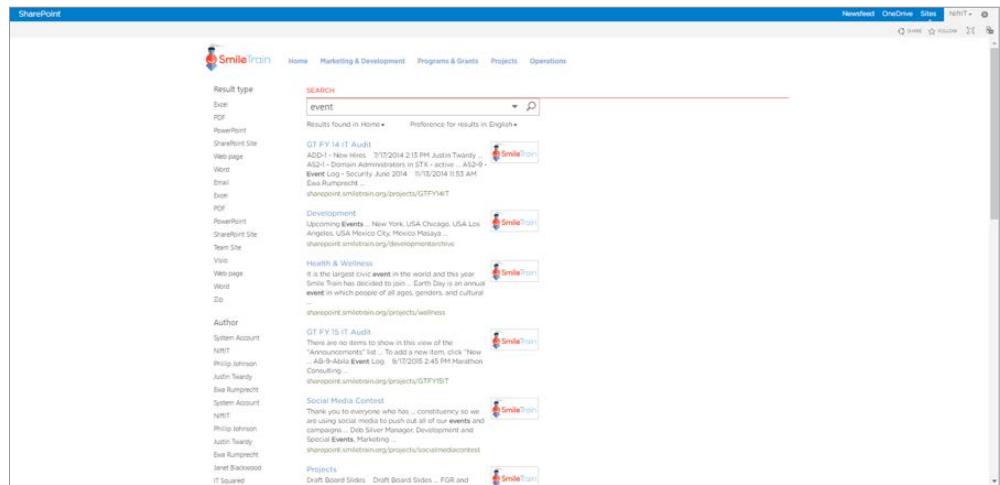
PAI, a nonprofit based in Washington D.C., uses the contact form to send meeting requests to the CEO of the organization.



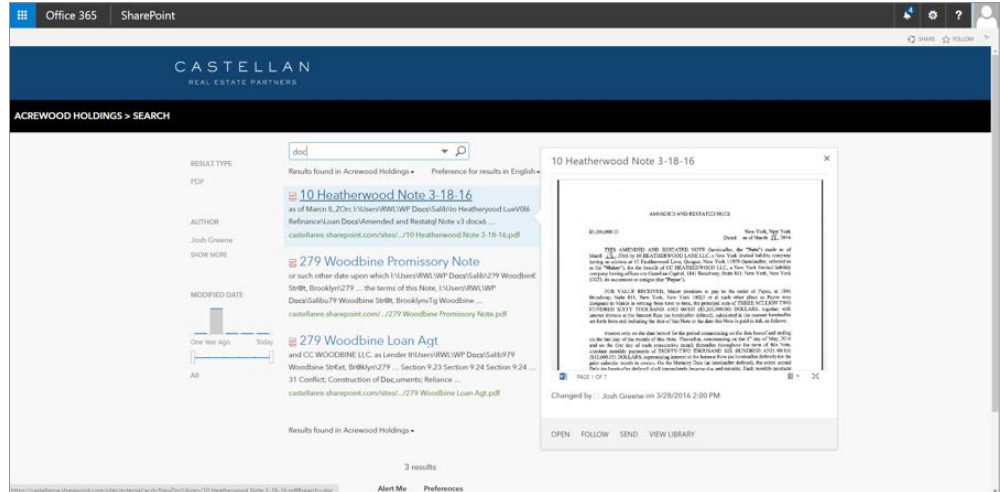
COMPONENT 5. SEARCH

Ensuring a great search experience is vital for an organization, especially in the context of a Document Management System such as SharePoint. NIFTIT ensures that the branded experience is continued on the Search pages of your environment.

Example of Smile Train global search page and filter options.



Example of Castellan search page and preview for PDF documents.



05 — TECHNICAL POINTS

TECHNICAL DESCRIPTION

The NIFTIT JumpStart package for SharePoint is a standalone solution that can be deployed on SharePoint 2010, 2013, 2016, and on the SharePoint Online (Office 365) environment. This solution is referred as a WSP package and contains custom master pages, page layouts, Cascading Stylesheets (CSS) and JavaScript (JS) files. All the files will be deployed to the master page and page layouts, and to the site Assets folder as per best business practices for SharePoint.

TECHNICAL REQUIREMENTS

In order for NIFTIT to install and stick to the suggested timeline, NIFTIT will work with your team in order to ensure:

- NIFTIT has access to your SharePoint environment either as a site collection administrator (ideal permissions) or with the necessary permissions to deploy and activate SharePoint solutions.
- NIFTIT has access to the Central Administrator as a farm administrator (if on-premises version) or Office 365 administrator (if on Office 365 version).

BROWSERS COMPATIBILITIES

The NIFTIT JumpStart package for SharePoint is compatible with these browsers:

BROWSER	SUPPORTED
Microsoft Edge	X
Internet Explorer 11	X
Google Chrome (latest released version)	X
Mozilla Firefox (latest released version)	X
Apple Safari (latest released version)	X

To learn more about SharePoint browser capabilities, please review:

<https://technet.microsoft.com/en-us/library/cc263526.aspx>

06 — ASSUMPTIONS

LICENSES AND FEES

Client shall be responsible for all fees incurred while performing services under this agreement related to licenses and third-party tools (Office 365 licenses, SharePoint licenses, Microsoft Server licenses, etc.)

ENVIRONMENT ACCESS

- Client to provide necessary access to the environment to NIFTIT in a reasonably timely manner upon approval of agreement.
- Client to provide assistance to NIFTIT in resolving access issues to the development environment within 24 hours of reported outage (barring weekends and holidays).

SITE DESIGN

Client is entitled to one [1] major revision during the design phase. A major revision constitutes a fundamental, structural change to the layout of the design. Examples of this type of revision are changing from a one-column to a two-column layout or adding a footer.

COMMUNICATION

Feedback and communication by both parties will be conducted in an effective and timely manner so as not to prevent or delay Client and Company from meeting set deadlines.

07 — Q/A

WHAT IS THE COST TO PURCHASE THE SHAREPOINT JUMPSTART PACKAGE?

General public price for the solution is 7,499 USD.

Registered nonprofits with valid 501(c)(3) status and education organizations will acquire the solution at the discounted price of 4,999 USD.

HOW LONG WILL IT TAKE BEFORE MY JUMPSTART PACKAGE IS UP AND RUNNING?

Once design composition is approved, NIFTIT will take up to 10 working days in order to implement the solution and train the client in its use.

CAN I MODIFY THE JUMPSTART PACKAGE FOR SHAREPOINT?

Yes. NIFTIT provides the client with the code, and the client can alter any of the master pages, page layouts, and CSS/JS as needed. If the client works with his own technical developers, they will notice that the solution is composed of standard ASPX, SharePoint, and web components.

Note that NIFTIT recommends using caution when modifying as it will void support provided.

CAN YOU DEVELOP CUSTOM FEATURES FOR US?

NIFTIT can definitely review your business requirements and determine if it is necessary to extend the scope of the SharePoint branding package to incorporate your request. NIFTIT is a group of individuals who are united in their desire to bring the newest and best in the IT world to their clients, so if you have a special request, we will work to make it a reality for you.

WHAT HAPPENS AFTER THE 90-DAYS OF SUPPORT ENDS?

NIFTIT is more than happy to extend support depending on client needs. Please contact us at sp@niftit.com.

WILL MY ORGANIZATION BE ABLE TO ADD PAGES/SECTIONS AS NEEDED ONCE THE TEMPLATE HAS BEEN COMPLETED AND IMPLEMENTED, OR WILL WE REQUIRE NIFTIT'S ASSISTANCE?

NIFTIT's JumpStart package creates the structure for you to add as many pages and as much content as needed without outside assistance. With this package, you will be able to control the content after participating in our training tutorial.

HOW WILL UPDATES TO O365 BE MANAGED IN REFERENCE TO OUR SITE?

Your SharePoint site is under Microsoft Office 365 management in terms of resources, backup, and fault tolerance, which means that NIFTIT does not control hardware/software resources allocated to your instance of SharePoint. Microsoft does provide alerts regarding any type of SharePoint update via the Office 365 Admin Center that will warn you to take appropriate action. In conjunction with this, NIFTIT offers monitoring and auditing assistance as part of our 90-day support agreement.

WHAT IF FURTHER ASSISTANCE IS NEEDED AFTER OUR SUPPORT PERIOD HAS EXPIRED?

NIFTIT offers two options if additional assistance is needed after the expiration of a support period:

Option A: Continued Support

NIFTIT will continue to collaborate with you through the purchase of bucket hours. The most common number of hours purchased is 40 per month, and they can be used for training, auditing, monitoring, development, and additional support for the SharePoint and/or Office 365 platform. The 40-hours bucket package is priced at 2,999 USD/month.

Option B: On Demand

With this plan, your organization requests NIFTIT services on an as-needed basis at the standard rate of 85 USD/hour across all roles.

08 — ORDER REQUEST

What is the next step? If you would like to start your engagement with NIFTIT, please complete the request form here: <https://niftit.com/sp-jumpstart-request>

Once received, NIFTIT will provide a contract that will need to be signed by both parties before proceeding to Step 1 of this documentation.

CONTACT US

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