



**NIFTIT**

# JumpStart Package for **SHAREPOINT**

by NIFTIT LLC

**2016 – 2017**



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## Introduction

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# **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. This solution is available on Office365 and SharePoint 2010, 2013, 2016.

# 1. Pricing

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NIFTIT offers competitive pricing for its SharePoint JumpStart package.

**Rates start at 14,999 USD\*.**

## 2. Benefits

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- ▶ 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

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\*Registered nonprofits with valid 501(c)(3) status and education organizations will acquire the solution at the discounted price of 9,999 USD.

# 3. The Process

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NIFTIT breaks it down to 5 easy steps:

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

## Step 1: Meet

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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
<b>Total</b>		<b>4 hours</b>

## Step 2: Design

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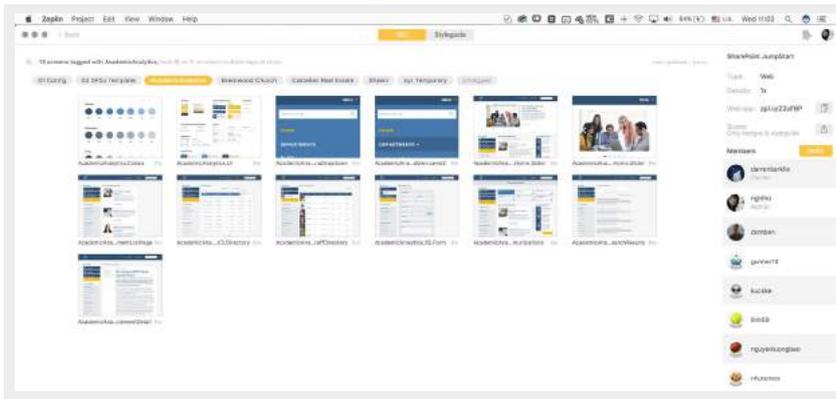
NIFTIT Creative will work collaboratively with your organization in order to establish a solution that aesthetically fits your company expectations and guidelines.

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
<b>Total</b>		<b>10 hours</b>

Deliverables expected are as follows:

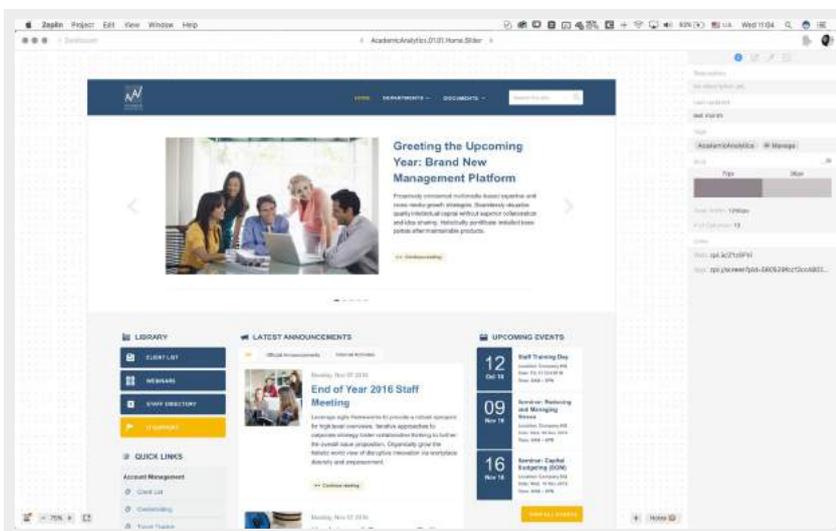
- ▶ Design composition for your SharePoint site
- ▶ Design acceptance document

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



**FIGURE 2.1**

Design Composition view of all SharePoint pages for Academic Analytics, a full-service provider of business intelligence solutions for higher education leaders based in New York.



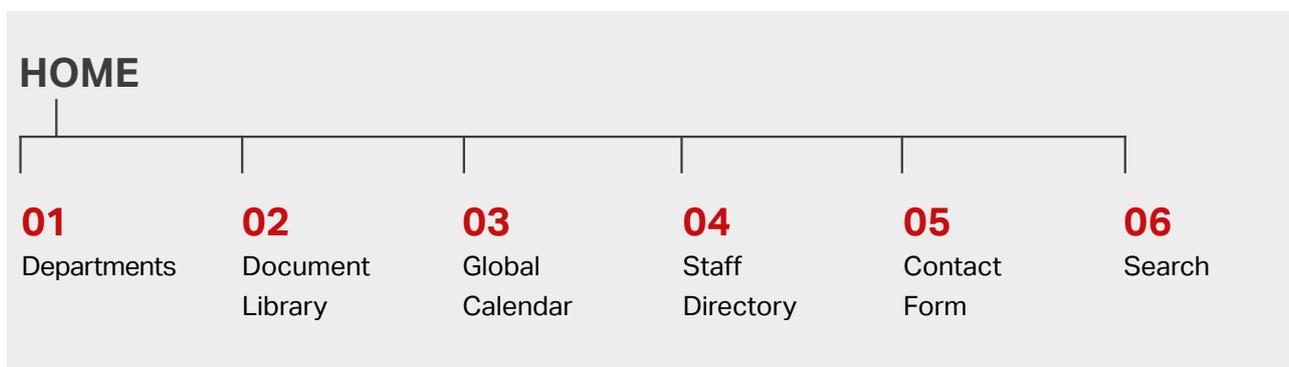
**FIGURE 2.2**

Homepage design of Academic Analytics' intranet.

## 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).



PROCESS	ATTENDEE(S)	TIME
Adjust Core Solution	NIFTIT Dev Team	1 – 2 days
Preparing Environment	NIFTIT Architect	1 – 2 days
Deployment	NIFTIT Architect	0.5 – 1 days
Setup/Configure Features	NIFTIT Dev Team	0.5 – 1 days
Setup/Configure Page(s)	NIFTIT Dev Team	2 – 4 days
Review Meeting	NIFTIT Architect	1 hour
<b>Total</b>		<b>5 – 10 days</b>

Deliverables expected are as follows:

- ▶ JumpStart package installed and configured
- ▶ Deployment Guide

## Step 4: Training

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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
<b>Total</b>		<b>4 hours</b>

## Step 5: Support

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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](mailto:sp@niftit.com).

# 4. Package Components

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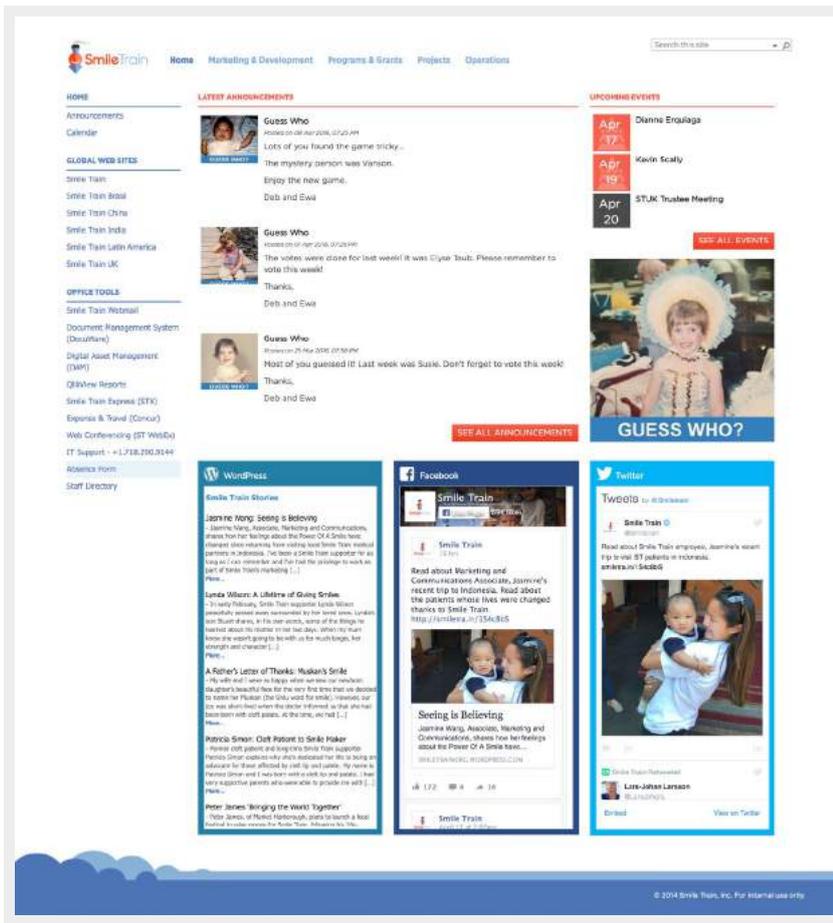
Note that all components are developed to be fully responsive.

## Component 1: Homepage

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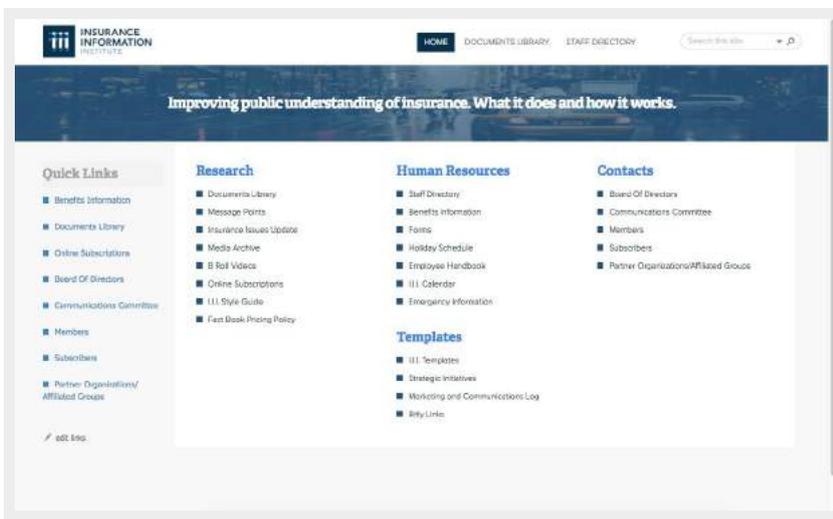
NIFTIT's SharePoint JumpStart package will provide you with a homepage that fits the needs of your organization. A hub for the entire organization, this page will typically display:

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



**FIGURE 3.1**

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.



**FIGURE 3.2**

Insurance Information Institute's SharePoint site is used to centralize information, share files, and provide indexed and searchable content to all of their members.

## Component 2: Page Layout

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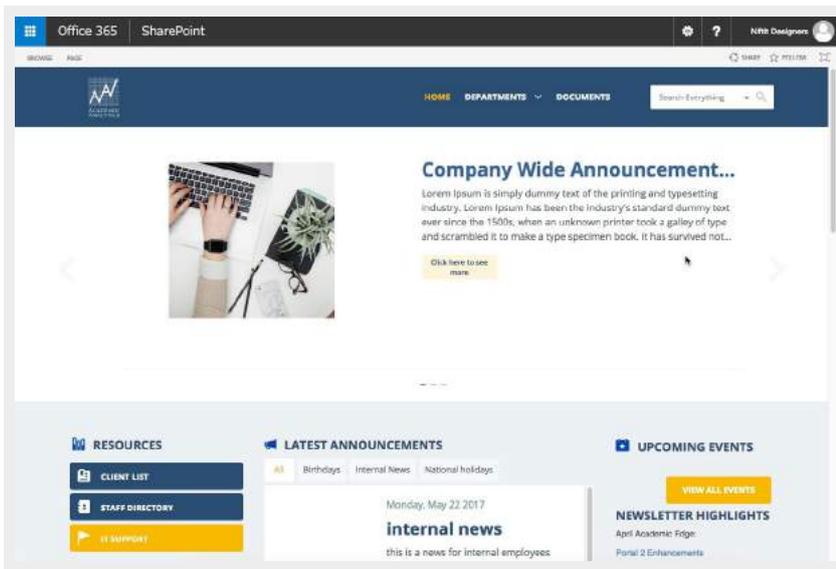
NIFTIT's SharePoint JumpStart package integrates with SharePoint and therefore leaves the core functionalities of the platform intact. In other words, you can still create your own site, pages, and page layouts within the context of your new branded page. This ensures all your pages will be formatted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

Components you can create include:

- ▶ Single content page
- ▶ Document library
- ▶ List library

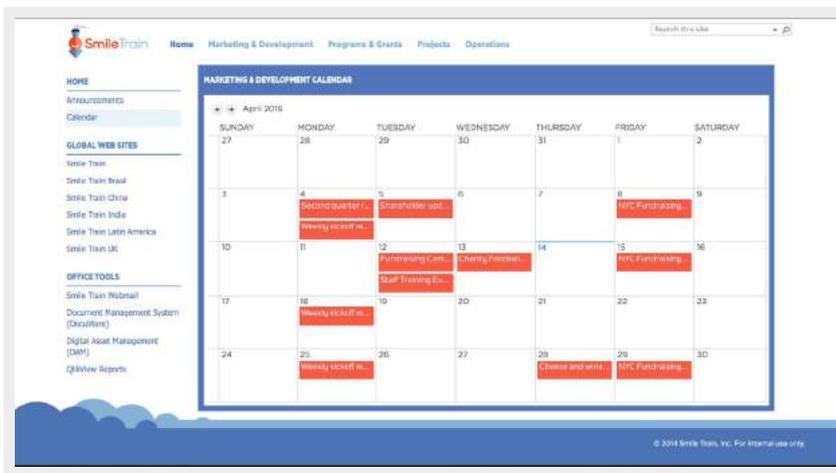
Here are examples of pages that can be created:

- ▶ 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



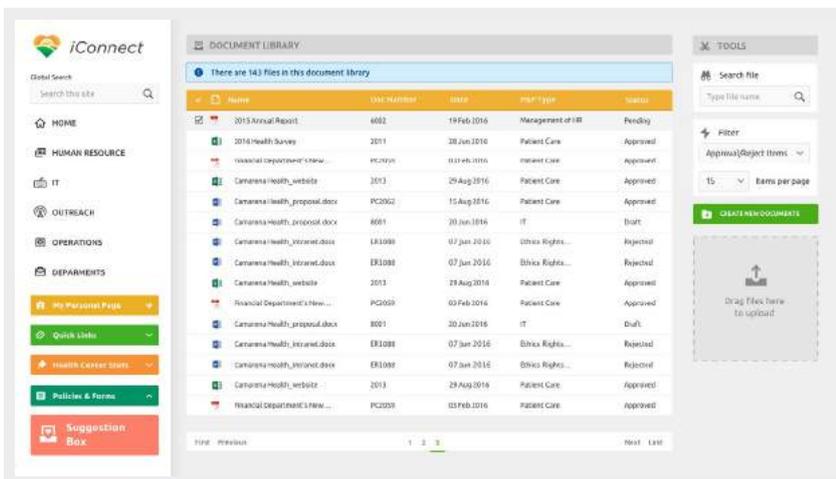
**FIGURE 3.3**

Example of a portal landing page for Academic Analytics, a full-service provider of business intelligence solutions for higher education leaders based in New York



**FIGURE 3.4**

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



**FIGURE 3.5**

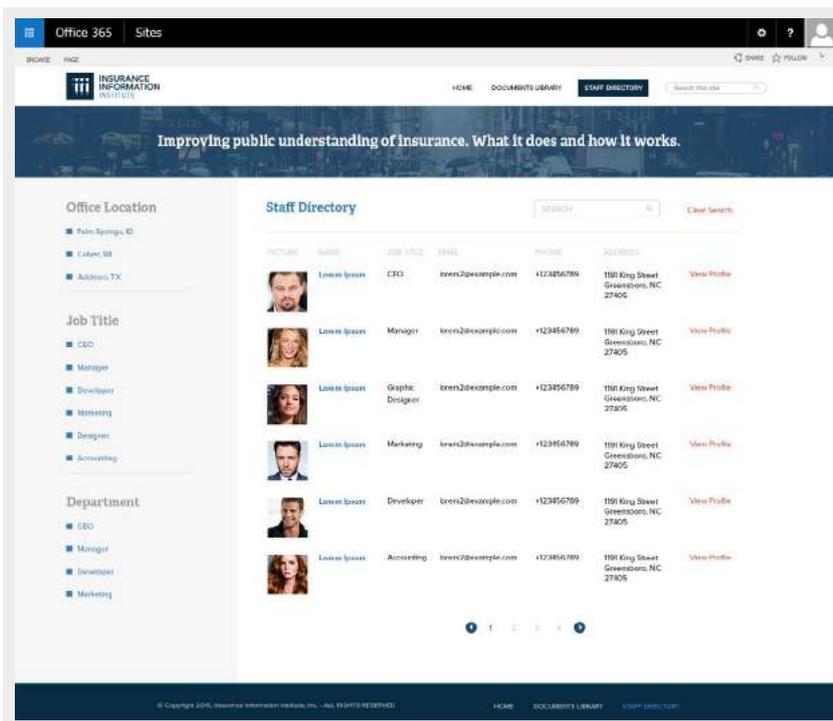
Example of a document library page for CamarenaHealth, a community health center based in California.

# 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



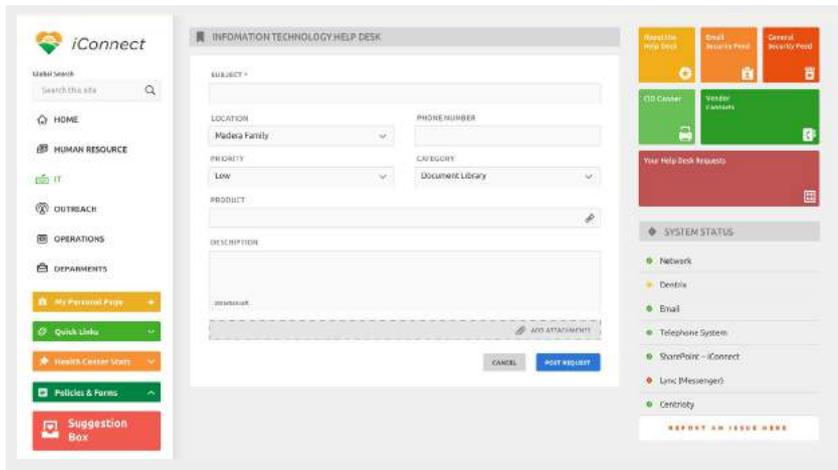
**FIGURE 3.6**

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

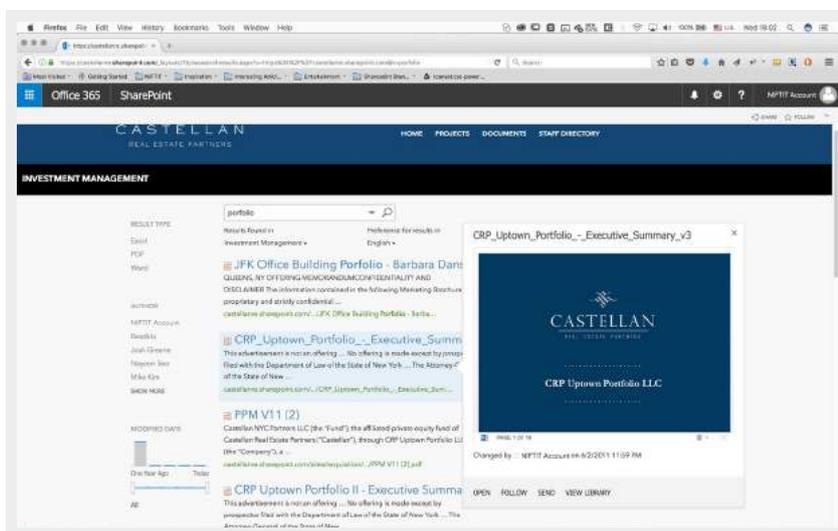


**FIGURE 3.7**

Camrena Health uses the contact form to send requests from employees to the IT Help Desk team.

# 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.



**FIGURE 3.8**

Example of Castellan search page and preview for PDF documents.

## 5. Technical Points

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### Technical Description

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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

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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).

# Browser Compatibilities

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

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

To learn more about SharePoint browser capabilities, please review:

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

# 6. Assumptions

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## Licenses and Fees

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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

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- ▶ 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

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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

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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.

## 7. Questions and Answers

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### How long will it take before my JumpStart package is up and running?

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→ 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?

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→ 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?

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→ 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?

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→ NIFTIT is more than happy to extend support depending on client needs. Please contact us at [sp@niftit.com](mailto: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?**

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→ 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?**

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→ 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?**

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→ 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.

### **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.

## **Can we deploy the NIFTIT JumpStart package to different site collections?**

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- Our JumpStart package can be deployed to an unlimited number of site collections. Once NIFTIT launches the initial deployment, we will provide users with a guide to assist in the package's unlimited application.

## **Are SharePoint out-of-the-box web parts immediately responsive?**

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- SharePoint out-of-the-box web parts are provided by Microsoft; after their addition, NIFTIT will ensure the web parts' smooth and successful integration.

# 8. Order Request

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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.



## New York City

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## Ho Chi Minh City

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District, Hong Kong



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75008 Paris, France



## Website

[www.niftit.com](http://www.niftit.com)



## Email

[info@niftit.com](mailto:info@niftit.com)



## Phone

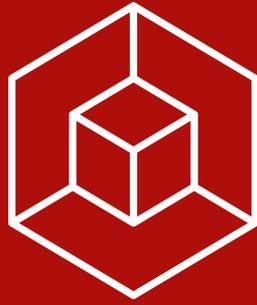
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