



Robin



Martina

But, Why?

Change and Content Management With SharePoint

By Martina T. Vargas & Robin E. Ford



Ilse
Our Sponsor



Beck
Our TA



RMS Clients



Martina! Robin!
I need your help!

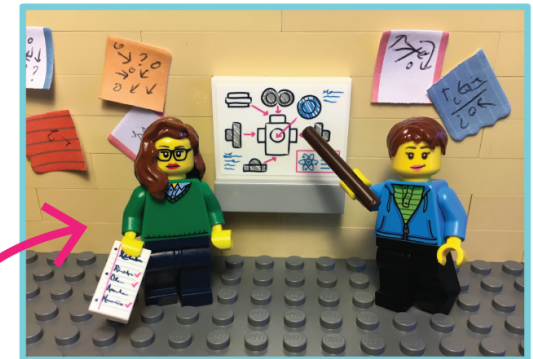


Description:

Working collaboratively with Records Management Services (RMS) for UW Medicine, we created documents to aid RMS in their SharePoint 2013 adoption and migration initiative. In creating a workflow diagram, resource packet for new clients, and a variety of checklists, we have helped RMS define a streamlined course of action in their content management project. We designed compelling and useful resources that will contribute to better adoption rates.

Process:

- We consulted past work, familiarized ourselves with the SharePoint migration practices already in place, and conducted research to learn more about SharePoint, change management, and content management.
- We met with our sponsor on a weekly basis to work collaboratively on our deliverables.
- Midway, we presented our work to other stakeholders at RMS, which provided us with meaningful feedback that helped shape the rest of our project.



Discoveries:

- Maintaining an open flow of communication between all parties throughout the process was integral to our project.
- Due to the iterative and collaborative nature of our work, weekly meetings with our sponsor provided an amenable atmosphere to complete our project.
- Meetings with our Capstone TA provided us with the space to develop a collective vision that was vital to shaping our project.

Impact:

- Standardized and improved consultation between RMS and UW Medicine clients on records retention schedules and information governance.
- Streamlined service for new clients of RMS by defining expectations and responsibilities for RMS SharePoint Analyst and clients.



Thanks for calling RMS!

Special thanks to:

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all the staff at RMS,
Beck Tench (our TA),
& our families



WE DID IT!