

Boise State University

**ScholarWorks**

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MDS/BAS 495 Undergraduate Capstone  
Projects

Student Research

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Fall 2021

## **Sharepoint Site to Create Efficiencies**

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CAPSTONE PROJECT  
BAS 495  
SHAREPOINT SITE TO  
CREATE EFFICIENCIES



BY: STEPHANIE G.  
VELASQUEZ

A 3D rendering of a puzzle with one red piece standing out among many white pieces. The red piece is in the center, and the white pieces are arranged around it, some of which are missing, creating a gap. The puzzle is set against a white background.

## PROBLEM TO SOLVE

HOW TO CREATE THE BEST  
USE OF THE LEADERSHIP TEAMS  
TIME TO ANSWER QUESTIONS?

# OVERVIEW

- Enhancement of efficiencies to the executive leadership team through a central site
  - Company Calendar Due Dates (i.e. promotion review due dates, headcount due dates, budget due dates, inventory due dates, etc.)
  - Quicks Links such as Workday, Concur, HR, EHS documents, Sales Finance, etc.
  - File Storage
  - Training Documents
  - House All-Hands Meeting Recordings for public viewing



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## Welcome to Site name, where strong values merge with quality work.

At Site Name our hard work is your gain. We are devoted to our job because to us, it's a lifestyle. We are constantly searching for new ways to improve and expand our business, and we never turn down customer suggestions. Contact us at any time via email with ideas or concerns and we'll get back to you as soon as possible.

### Who We Are

We founded Site name with the belief that hard work and dedication always result in happy customers. To us, working tirelessly means a job well done.

[LEARN MORE](#)

### Our Work

We believe in putting our best foot forward every time. We are passionate about the work we do and we are constantly looking to exceed your expectations.

[LEARN MORE](#)

### Core Values

Customer satisfaction and quality work – two things you will always find when you visit Site name. We have put in the hours to ensure your satisfaction.

[LEARN MORE](#)

THE \*DESIRED\*  
FINAL  
PRODUCT

# TIMELINE

<b>DATE RANGE</b>	<b>GOALS FOR THE WEEK</b>
October 18 – 24	Ensure the site is up and running
October 25 – 31	Finalizing the layout and starting to input the correct links, building out the organization, etc. on the site
November 1 – 7	Review the site at the weekly staff meeting to review contents (staff presentation)
November 8 – 14	Work on comments received from staff on how to implement
November 15 – 21	Finalize all comments, ask staff to review and complete feedback
November 29 – December 5	Clean up necessary items and submit project on Dec. 5th

## THE STAKEHOLDERS



Sales Leadership Team (Executives)



Support to the Leadership Team  
(Finance/HR)



Future Executive Assistants



# PROJECT IMPORTANCE



SET MYSELF UP FOR SUCCESS AND TO  
STREAMLINE MULTIPLE ACTIVITIES



PROVIDE BETTER EFFICIENCIES FOR  
STAKEHOLDERS TO FIND RELEVANT  
INFORMATION



WHEN LESS TIME IS SPENT FINDING  
CORRECT INFORMATION, THE MORE  
TIME CAN BE SPENT DOING THE JOB



+ New Page details Analytics



### your team site

From the site home page you'll be able to quickly author a news post – a status update, trip report, or...

Add News

Learn how to add a page

### Documents

See all

+ New All Documents

Name Mod



This folder is empty

### Activity



#### Events

Stephanie Velasquez (ssaldana...)  
Edited the list 5 days ago

### Customer Meetings

+ Add event

See all

DEC 6-7

Mon, Dec 6, All day  
Denver, Colorado, United States

DEC 6

Mon, Dec 6, 6:00 PM  
Austin, Texas, United States

DEC 7

Tue, Dec 7, 4:30 PM  
Houston, Texas, United States

DEC 8

Wed, Dec 8, All day  
Phoenix, Arizona, United States

THE \*ACTUAL\*  
RESULT – AND  
THAT'S OK!