Boise State University

ScholarWorks

MDS/BAS 495 Undergraduate Capstone Projects

Student Research

Fall 2021

Sharepoint Site to Create Efficiencies

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CAPSTONE PROJECT
BAS 495
SHAREPOINT SITE TO
CREATE EFFICIENCIES

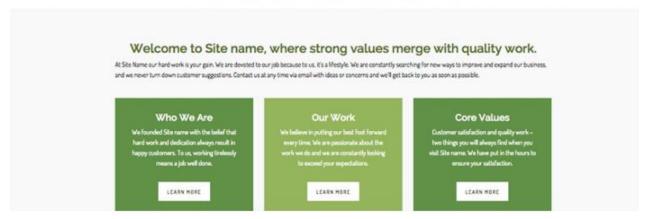
BY: STEPHANIE G. VELASQUEZ



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

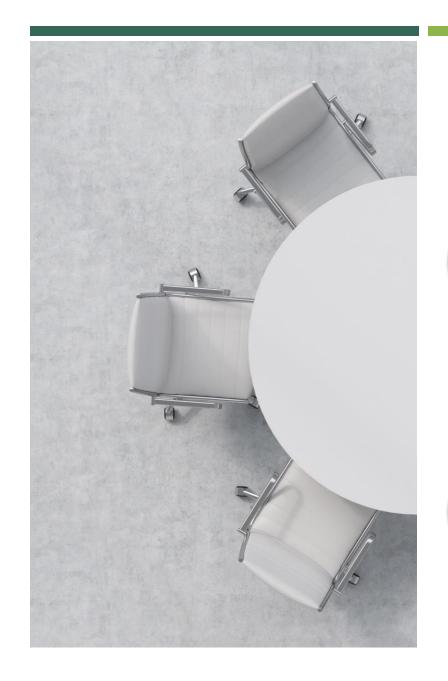




THE *DESIRED* FINAL PRODUCT

TIMELINE

DATE RANGE	GOALS FOR THE WEEK
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 I – 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



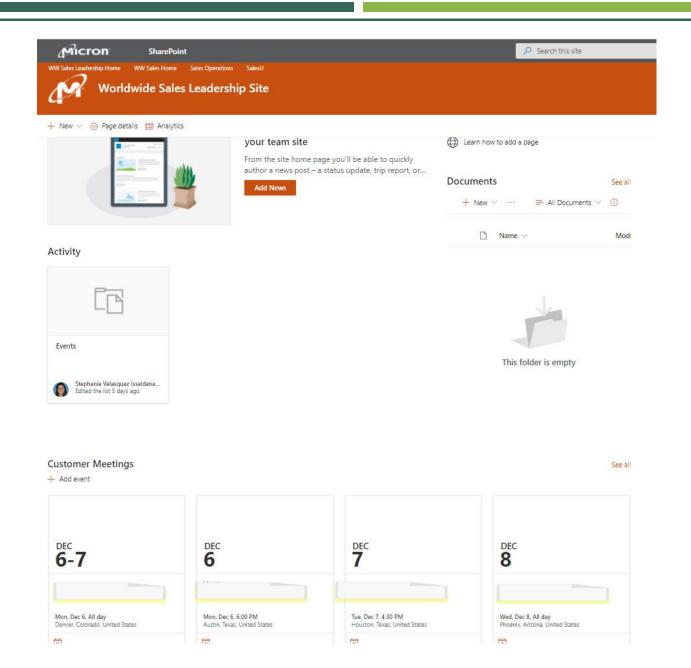




PROVIDE BETTER EFFICIENCIES FOR STAKEHOLDERS TO FIND RELEVANT INFORMATION



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



THE *ACTUAL* RESULT – AND THAT'S OK!