

Lee Stevens



SharePoint 2010, Configuration

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SharePoint 2010 Consultant | SharePoint Business Analyst | SharePoint Project Manager

- 5 Years experience working with **SharePoint**
- **SharePoint 2010 MCTS, Configuration, 70-667**
- Complete **SharePoint** Business Analyst and Project Management using **Agile / Scrum** Project Management
- Comprehensive knowledge of **MOSS 2007** and **SharePoint 2010** Configuration.
- Produced and presented 6 x business focused videos on SharePoint 2010 for Simply-Intranets. www.simply-intranets.com

SharePoint Project Summary (May 2007 – Present)

*Full details available on request

Collabr8 (includes projects run simultaneously)		www.collabr8.net
<p>Financial Ombudsman Service Limited <i>October 2011 – Ongoing</i></p> <ul style="list-style-type: none"> • SharePoint 2010 	<ul style="list-style-type: none"> ❖ Enterprise Wide Document Management System – Proof of Concept for Scan, Route and Storage of up to 43 Million Documents. (Scoping + Project Management with Kofax) 	
<p>Barclays Capital (Investment Bank) <i>March 2010 – October 2011</i></p> <ul style="list-style-type: none"> • MOSS 2007 • SharePoint 2010 	<ul style="list-style-type: none"> ❖ HR Helpdesk Support Logging Tool (Scoping + Build using CorasWorks) ❖ Global Onboarding Tool (Scoping + Build using CorasWorks) ❖ SharePoint / SAP Integration (Scoping + Project Management) ❖ Global HR Portal including shared drive migration (Scoping + Build) ❖ Global Training Request Tool Tool (Scoping + Build using CorasWorks) ❖ International Assignment Workflow Tool (Scoping + Build) ❖ Global Intranet Content Mapping & Application (Scoping + Build of HR Sites) ❖ End User Training – Creation of course material and delivery to 50 staff 	
<p>National Australia Group (Retail Bank) <i>September 2010 – December 2010</i> <i>(work completed, whilst still at Barclays Capital)</i></p> <ul style="list-style-type: none"> • MOSS 2007 	<ul style="list-style-type: none"> ❖ End User Training – Creation of course material and delivery to over 300 staff ❖ Centralised Product Database including migration from legacy systems (Scoping, Design + Build) ❖ Product Pricing tool (Scoping) ❖ Bespoke End-User Training (Content and Delivery) 	

Corven Consulting (Consultancy) <i>June 2010 – September 2010</i> <ul style="list-style-type: none"> • MOSS 2007 	<ul style="list-style-type: none"> ❖ Intranet enhancements and Extranet creation (Scoping) ❖ SharePoint 'Health-Check' (Scoping)
Instinctif (Communications Agency) <i>December 2009 – April 2010</i> <ul style="list-style-type: none"> • MOSS 2007 	<ul style="list-style-type: none"> ❖ FTSE 100 company - Multi-Country Organisation - Template Design (Scoping) ❖ FTSE 100 company - Global News Portal (Scoping) ❖ FTSE 100 company - IT Helpdesk Portal (Scoping)
BlueSource (Microsoft Gold Partner)	❖ Ad-Hoc 'bodyshopping' Projects
Lbi (Microsoft Gold Partner)	❖ Ad-Hoc 'bodyshopping' Projects
Precedent (Design agency)	❖ Ad-Hoc 'bodyshopping' Projects
Still waters run deep (Design agency)	❖ Ad-Hoc 'bodyshopping' Projects
Netstore (Microsoft Gold Partner)	❖ Ad-Hoc 'bodyshopping' Projects

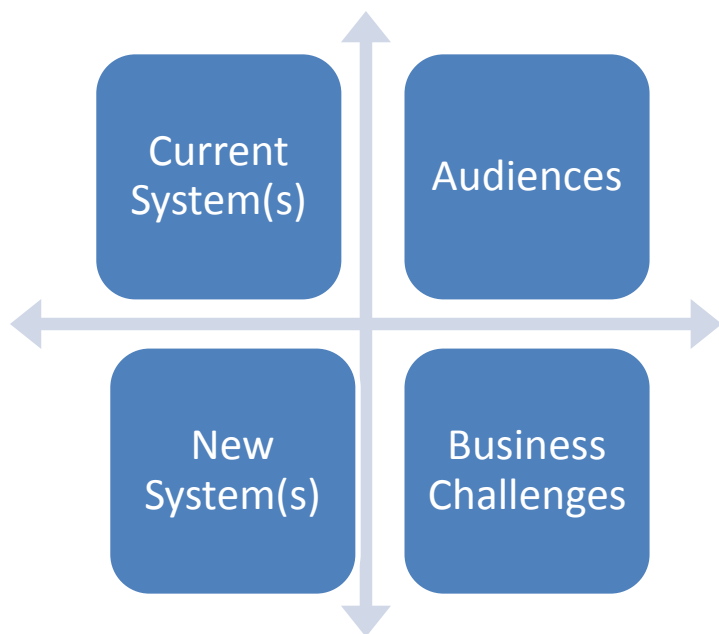
Approach as an Agile Business Analyst / Project Manager

1. **Collaborative** – As an Agile Business Analyst I work closely with software developers, stakeholders, and software testers and *rely less on comprehensive requirements documentation* at the inception of the project.
2. **Flexible and Adaptable** - Unlike more traditional software development projects, as an Agile Business Analyst I welcome changes in requirements. Being Agile means that changing requirements is not made difficult because of extensive documentation, communication cycles or change management processes.
3. **Just In Time Requirements** – As an Agile Business Analyst, I know the right amount of requirements documentation to gather for a development cycle or iteration.
4. **More Face to Face Meetings** – Because Agile business Analysis focuses on less documentation and more face to face meetings or interviews with stakeholders, software developers or testers, I am able to make use of more User Stories and less Use Cases for documenting requirements.
5. **Iterative Development** – Unlike requirements management practiced in a traditional waterfall software development life cycle, I only focus on gathering, analysing or validating the requirements needed in each iteration.

Problem Solving Model used

- ✓ Mess Finding (WHAT)
- ✓ Data (VALUE)
- ✓ Problem Finding (WHY)
- ✓ Idea Finding (CREATIVE THINKING / BRAINSTORMING)
- ✓ Solution Finding (IDEAS EVALUATION)
- ✓ Acceptance finding (IMPLIMENTION OF SOLUTIONS)

Agile Requirements Capturing – Key areas covered



Previous Employment

DP Connect	SharePoint Project Co-Ordinator	September 2005 – May 2007
Saltash Construction	Business Development Consultant	July 2003 – September 2005
Investec Private Bank	Private Banking Officer	October 1999 – July 2003
Coca-Cola & Schweppes	Business Development Representative	March 1999- October 1999
United Friendly Insurance (Contract)	Client Services Representative	August 1998 – March 1999
FLS Aerospace (Contract)	Component Repair Officer	May 1998 – August 1998
Co-Operative Bank PLC	Payments Clerk	June 1996 – May 1998

Education / Courses

2010	Microsoft SharePoint MCTS 70-667
2009	ILM Train the Trainer Exam
2009	Scrum Project Management
2001	Securities Institute – Investment Exams
1996-1997	BTEC National Diploma in Media
1990 – 1995	7 x GCSE (A-D)
