

Lee Stevens

SharePoint Business Analyst / SharePoint Project Manager

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Targeting: CONTRACT SharePoint Business Analyst / Project Manager Positions

UK & Europe

- 4.5 Years experience working with **SharePoint**
- Complete **SharePoint** Business Analyst and Project Management using **Agile / Scrum** Project Management
- Comprehensive knowledge of **MOSS 2007** and **SharePoint 2010**

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 on 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** – 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, analyzing 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)

Process Model used

- **Establish Strategy and Objectives**
- **Investigate Situation**
 - Set out the context of investigation
 - Produce document for reasons why
 - Carry out Investigation (interviews, shadowing, workshops)
- **Consider perspectives**
 - Identify Stakeholders
 - Establish different Beliefs and Priorities
 - Build Business Activity Conceptual models into one view. (I.e. If we need to be doing X we would have to put emphasis on Y)

- **Analyse Needs**
 - Gap analysis
 - Where are we now vs. Where do we want to be?
 - Map and assess each Business Processes and how existing systems support this.
 - List potential Improvements
- **Evaluate Options**
 - Explore acceptability of options
 - Develop and document each option in detail
 - Shortlist of business options including feasibility assessment and recommendations
- **Define Requirements**
 - Document proposed changes to business systems including business process models (where needed)
 - Elicit and analyse the business requirements then validate the documented requirements

SharePoint Experience

SharePoint Requirements gathering (User story workshops)

- ✓ ' MoSCoW' method
- ✓ Conducting Stakeholder Workshops
- ✓ Requirements Elicitation - Identifying opportunities to implement SharePoint functionality based on business challenges rather than clear requirements.
- ✓ Producing user stories comprehensive functional scoping documents
- ✓ Team Estimating (using 'Scrum Poker)
- ✓ Producing SharePoint Project / Sprint Plans

SharePoint Implementation

- ✓ Managing both Onsite and Offshore technical teams of up to 5 Technical Resource
- ✓ Highlighting requirements that can utilise 'out of the box' SharePoint functionality or require customisation
- ✓ Promoting collaboration, reducing e-mail traffic, improving document management and reduction of paper based tasks
- ✓ Phased deployment

SharePoint Collaboration portal

- ✓ Providing guidance and advice on usage of Mysites, team collaboration, workflows and other information sharing facilities, eliminating information islands.
- ✓ Ensuring that SharePoint acts as a 'hub' for all related business activities

SharePoint Publishing Portal

- ✓ *Providing guidance and advice on Enterprise Content Management*

Search

- ✓ Highlighting the power of search, defining search scopes requirements to include 'best bets' and synonyms
- ✓ Enabling Search to include other sites on the SharePoint farm.

SharePoint Branding / Look and Feel

- ✓ Consultation to discuss Design and User Interfaces incorporating; Page Lay Outs, Web Part Zones and SharePoint WebParts.
- ✓ Designing and developing SharePoint templates

SharePoint Governance and Best Practice

- ✓ Providing guidance and advice on permissions for Owners, Members and Visitors of sites
- ✓ Information Architecture assessment to assure information flow integrity, portal structures and taxonomy.
- ✓ Establish usage policy and procedures, user roles and responsibility, and user groups. Document SharePoint policies, procedures and governance policies. Manage content review, approval, and publishing.

SharePoint' Add-Ons'

- ✓ Provide guidance of how to utilise the 'best of breed pre-built' tools and offerings such as
 - SAP – SharePoint Connectors
 - Office Communication Server (Chat)
 - Groove (Offline working)
 - Various 3rd party reporting Web Parts

SharePoint Project Summary (May 2007 – Present)

Collabr8	Owner / Business Analyst / Project Manager
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Barclays Capital (Investment Bank)	<ul style="list-style-type: none">❖ HR Portal❖ Global Intranet Content Mapping & Build❖ Shared Drive Migration to SharePoint
Instinctif (Communications Agency)	<ul style="list-style-type: none">❖ FTSE 100 company - Multi-Country Organisation - Template Design❖ FTSE 100 company - Global News Portal❖ FTSE 100 company - IT Helpdesk Portal
Content and Code (Microsoft Gold Partner)	<ul style="list-style-type: none">❖ International Airport Intranet❖ Global Telecoms - E-Learning Portal❖ Global Telecoms Sales Portal❖ Sporting Institution - SharePoint 2010 evaluation❖ Internal Recruitment Portal
BlueSource (Microsoft Gold Partner)	<ul style="list-style-type: none">❖ Ad-Hoc Projects
Lbi (Microsoft Gold Partner)	<ul style="list-style-type: none">❖ Ad-Hoc 'bodyshopping' Projects
Precedent (Design agency)	<ul style="list-style-type: none">❖ Ad-Hoc 'bodyshopping' Projects
Still waters run deep (Design agency)	<ul style="list-style-type: none">❖ Ad-Hoc 'bodyshopping' Projects
Netstore (Microsoft Gold Partner)	<ul style="list-style-type: none">❖ Ad-Hoc 'bodyshopping' Projects

Major SharePoint projects

Client	Barclays Capital
Project	HR Hub & Intranet Migration
Users	600 users
Methodology	Agile / Prince 2 Hybrid

Overview

Working with the HR Division, I have completed the initial Business Analysis in order to gather the requirements for a New HR Portal., which will allow the HR Division to collaborate and share information more easily. I conducted 16 Technical Workshops ensuring each sub-department was able to provide input into the project. In addition to this I have project managed the HR Intranet Migration from the legacy system to a SharePoint based portal.

Initial Findings

- Existing site was 'bland' and 'uninteresting'
- Shared Network Drives dominated. Different places to store information, no single source
- Lots of manual processes including paper based forms
- User adoption minimal
- Intranet Migration – Over 14,000 pages, 7,000 migrated.

Duties

- Identified key stakeholders and responsibilities
- Organised 16 technical and creative stakeholder workshops with key employees adding vital technical input to define 'user stories'

- Project managed the implementation including the Y:\ Drive Migration
- Used 'MoSoCoW' methods to produce prioritised phased approach. The requirements were divided into phases of work based on priority, constraints and cost.
- Used pragmatic 'Walk through' methods to validate requirements
- Installed and Configured Web Parts for Intranet Migration

Output

- ✓ Produced and refined comprehensive Statement of Requirements (SOR)
- ✓ Enhanced 'look and feel'
- ✓ Produced bespoke Training Content
- ✓ Provided a business 'snapshot' for each sub department
- ✓ Unused requirements were used by the Intranet Project team

Client	FTSE 100 Manufacturing company
Project	SharePoint Global News Portal (Publishing)
Users	130,000 users
Methodology	Agile / Prince 2 Hybrid

Overview

Working with Global Communications team who initially had a basic set of initial requirements. I stepped in as Project Manager to refine and create specific requirements for a Global News Portal and the also oversee delivery.

Initial Findings

- Existing Plumbtree portal had little usage
- SharePoint 2007 had been identified as 'platform of choice'
- Publishing site

Duties

- Identified key stakeholders and responsibilities
- Organised technical and creative stakeholder workshops with key employees adding vital technical input to define 'user stories'
- Used 'MoSoCoW' methods to produce prioritised phased approach. The requirements were divided into phases of work based on priority, constraints and cost.
- Used pragmatic 'Walk through' methods to validate requirements

Output

- ✓ Produced and refined comprehensive Statement of Requirements (SOR)
- ✓ Worked with business to produce a user test plan in accordance with Agile methods
- ✓ Acted as a 'bridge' between Technical build team and business to provide ensure seamless delivery.
- ✓ Oversaw implementation and technical build in accordance with Agile methodology

Client	FTSE 100 Manufacturing company
Project	SharePoint Multi-Country Organization Template (Publishing)
Users	130,000 users
Methodology	Agile / Prince 2 Hybrid

Overview

Worked with Global Communications team and also Group Steering committee to gather requirements for a SharePoint template that would allow content to be 'pushed' and 'pulled between regional, MCO and country level. This template was to be used by 38 x MCO's.

Initial Findings

- Required custom workflow design

- Publishing site

Duties

- Identified key stakeholders and responsibilities
- Organised technical and creative stakeholder workshops with key employees adding vital technical input to define 'user stories'

Output

- ✓ Produced and refined Statement of Requirements (SOR)
- ✓ Worked with business to produce a user test plan in accordance with Agile methods
- ✓ Acted as a 'bridge' between Technical build team and business to provide ensure seamless delivery.
- ✓ Oversaw implementation and technical build in accordance with Agile methodology
- ✓ Liaised with Central IT to co-ordinate release of custom code in line with existing release schedule

Client	FTSE 100 Telecoms company
Project	SharePoint Sales Portal (Collaboration)
Users	2,000
Methodology	Agile

Overview

Working with the Business Services team division of a FTSE 100 Global telecoms company, a solution was sought to encourage sales teams to move away from Product sales and into more lucrative Business Services.

Initial Findings

The business required a new portal to ensure that the group's sales staff had a central access point for Sales collateral and share information more effectively with better collaboration across the 8 x operation Companies. This included document management and also records management.

Duties

- Produced 'wishlist' of what this portal needed to do was created and a list of 21 unique requirements was produced
- Identified key stakeholders and responsibilities
- Organised stakeholder workshops with key employees adding vital technical input to define 'user stories'
- Used 'MoSoCoW' methods to produce prioritised phased approach. The requirements were divided into phases of work based on priority, constraints and cost.
- Used pragmatic 'Walk through' methods to validate requirements

Output

- ✓ Provided a portal that offers a more "webcentric" experience and one that encourages a culture of learning and development
- ✓ Produced and refined Statement of Requirements (SOR) for a new Learning & Capability Development portal and Sales Portal
- ✓ Worked with business to produce a user test plan in accordance with Agile methods
- ✓ Acted as a 'bridge' between Technical build team and business to provide ensure seamless delivery.

Client	FTSE 100 Telecoms company
Project	SharePoint Learning & Development Portal (collaboration)
Users	10,000
Methodology	Agile
Dates	June 2009 – November 2009

Overview

Working with a FTSE 100 Global telecoms company, I worked with the business to identify ways of improving their existing processes and systems and to encourage a culture of Learning and Development across the 8 x Operating companies. This required a solution that enabled the business to further utilise SharePoint Portal and replace legacy 3rd party systems.

Initial Findings

- Existing portal had various failings and was not suitable for supporting the needs of the organisation and its most important asset: its people.
- Required a bespoke Document Management / Records Management Solution

Duties

- Requirements engineering process
- Identified key stakeholders and responsibilities
- Organised stakeholder workshops with key employees adding vital technical input to define 'user stories'
- Used 'MoSoCoW' methods to produce prioritised phased approach. The requirements were divided into phases of work based on priority, constraints and cost.
- Used pragmatic 'Walk through' methods to validate requirements

Output

- Produced and refined Statement of Requirements (SOR) for a new Learning & Capability Development portal
- Worked with business to produce a user test plan in accordance with Agile methods
- Acted as a 'bridge' between Technical build team and business to provide ensure seamless delivery.
- Provided a portal that offers a more “webcentric” experience and one that encourages a culture of learning and development

Previous Employment

DP Connect	SharePoint Project Resourcer	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

2009	ILM Train the Trainer Exam
2009	Scrum Project Management
2009	ISEB – Requirements Engineering
2001	Securities Institute – Investment Exams
1996-1997	BTEC National Diploma in Media
1990 - 1995	7 x GCSE (A-D)
