

## PROJECT NAME

### Project Stats



### Project Tasks

To Do

Create infrastructure for SharePoint Templates (UI, flow and data)

Sabrina Saetgareeva

Write "13 great sharepoint site" article

Sabrina Saetgareeva

Create SharePoint project site template

Sabrina Saetgareeva

In Progress

Design Landing Page

Sabrina Saetgareeva

AUT Test Campaign Message

Sabrina Saetgareeva

Done

Project Plan

Sabrina Saetgareeva

Content Map

Sabrina Saetgareeva

Original Search strategy

Sabrina Saetgareeva

### Project Milestones - Deadlines



### Documents

|  New                                   |  Upload |  Edit in grid view |  Sync |  Export to Excel |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|  Reports                             |                                                                                          |                                                                                                     | April 25, 2019                                                                         | Andrew C...                                                                                        |
|  Research                            |                                                                                          |                                                                                                     | September 15, 2021                                                                     | Sabrina S...                                                                                       |
|  SEO                                 |                                                                                          |                                                                                                     | June 25, 2021                                                                          | Sabrina S...                                                                                       |
|  SharePoint Intranet Examples - M... |                                                                                          |                                                                                                     | 4 days ago                                                                             | Sabrina S...                                                                                       |
|  SP Template Gallery                 |                                                                                          |                                                                                                     | February 6                                                                             | Andrew C...                                                                                        |
|  Testimonials                        |                                                                                          |                                                                                                     | May 6, 2021                                                                            | Sabrina S...                                                                                       |
|  TutorialsAndWebinars                |                                                                                          |                                                                                                     | October 20, 2020                                                                       | Andrew C...                                                                                        |
|  YouTubeAd                           |                                                                                          |                                                                                                     | January 27                                                                             | Andrew C...                                                                                        |
|  zArchive                            |                                                                                          |                                                                                                     | January 27                                                                             | Andrew C...                                                                                        |
|  Intranet Launch Checklist Final.pdf |                                                                                          |                                                                                                     | December 11, 2019                                                                      | Andrew C...                                                                                        |

### Calendar



### Meetings

- Monday, February 21
- All Day Microsoft Viva training
- Tuesday, February 22
- All Day SharePoint team site requirements
- Product strategy for 2022
- Wednesday, February 23
- All Day Team-building workshop

### Key Contacts

- Sabrina Saetgareeva
- Yaroslav Pentusarskyi  
Director of Product
- Andrew Calton
- Luis Ponce  
Director of Operations

Objectives

Benefits

Cost

Risks

Changes

Commentary

# Sample Design Document For Sharepoint Application

**N Colangelo**



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