Project Plan: Intranet Migration to SharePoint

Migrating from Joomla to SharePoint

This communication plan is intended to inform the New River educational community of the nature of the project with details regarding the positive impact and any changes to existing procedures with periodic updates as project milestones are completed.

Project Goals

1. Eliminate current security vulnerabilities associated with hosting outdated versions of software (SQL, Joomla, Apache, etc.).
2. Improve ease-of-access to Intranet information with SSO from the New River portal.
3. Improve organization of files and information using commonly understood folder hierarchies related to functional areas.
4. Remove outdated information and files that remain from WWW while updating Intranet-only information.
5. Prepare for future accreditation visits by organizing required information in advance of the scheduled visit.

Intranet Purpose

The New River intranet serves as a centralized collection of information and resources for an internal audience of New River employees who must authenticate to gain access. This employee-only Intranet provides a secure location for sharing files and information. Auditors are sometimes issued accounts and granted temporary access to view some of this information.

Background and History of New River's Intranet

In 2018, New River migrated from a self-hosted site for the main public-facing web site (www.newriver.edu) to a site hosted by Cucumber and Company. At that time, the self-hosted site was renamed, and it continues to be used for employee-only content as the College intranet (intranet.newriver.edu).

However, this intranet site still contains much of the content previously used as a public-facing web site. By now, we can safely assume any relevant information for a public audience has been migrated to the new WWW site hosted by Cucumber and Associates, so it is no longer needed and can be deleted.

But there is no single individual who can decide what content to keep or delete, so we need assistance from the functional areas who created the content to help make these decisions. The intranet content is managed by a group of functional area **Content Managers** who are best suited to discerning what content to keep (and update) and what content to delete.

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The software used to host and manage the intranet site is outdated. As a result, annual security reviews consistently identify this site as a security vulnerability.

Access to the intranet requires the IT staff to manually manage accounts as it is not integrated with the Active Directory and account creation and deletion cannot be automated.

We think the best approach to address these issues will be to migrate employee-only content to a new site using **Microsoft SharePoint**, which is included in our **Microsoft Office 365** license and available with single sign-on through the portal.

This migration will automate employee access so that accounts no longer need to be managed manually. Security will be enhanced and maintained by using Cloud-hosting from Microsoft rather than a self-hosted and self-managed site. Content will be reviewed and updated (or purged) so the new intranet consists of current and relevant information for an employee-only audience.

Some of the milestones for this project include:

1. Identify functional areas that need to have a presence on the new Intranet and create a **Site Map** to portray the content organization (see *Appendix A*).
2. Identify and confirm **Content Managers** for each of these functional areas. While the list of Content Managers from Joomla will be a good starting point, some areas will likely need new representation while some areas may need none. We will rely on the Cabinet and functional area supervisors for guidance.
3. Create new functional area containers (folders) in *SharePoint* to establish a new and logical design to intranet content.
4. Complete assigned online **SharePoint training** in Linkedin Learning.
5. Work with Content Managers to purge, move, organize, and **update content**.

Key Contacts

1. President's Cabinet
2. Project Team (*Site Owners*):
    1. Ayersman, David
    2. Canterbury, Jenni
    3. Davis, Gary
    4. Garris, Jason
    5. Hazelwood, Billy
3. **Content Managers** (*Members*)
    1. Midkiff, Lori   *PRESIDENT'S OFFICE*
    2. Lacek, Steve   *INSTITUTIONAL EFFECTIVENESS*
    3. Pennington, Makayla   *INSTITUTIONAL EFFECTIVENESS*
    4. Rahal, Tamara   *ACADEMIC AFFAIRS*

     5. Ayersman, David   *INFORMATION TECHNOLOGY SERVICES*
     6. Lykins, Desiree   *FINANCE*
     7. Aurentz, Debbie   *HUMAN RESOURCES*

4. All Employees (*Visitors*)

Communication Outlets

1. Board of Governor's Update (*sent on 08/25/2022*)
2. Cabinet Meeting (*11/1/2022*)
3. Email to Employees (AllUsers@newriver.edu) (*12/7/2022*)
4. Front Page News (scheduled for *12/15/2022*)
5. Portal Announcements (scheduled for *12/15/2022*)

Project Timeline and Milestones:

Date	Milestone Event	Audience and Key Contacts	Communication Outlet
10/7/2022	Kickoff meeting to plan project	Project Team	Zoom and Email
10/15/2022	Create site map for new Intranet	Project Team and Content Managers	(See *Appendix A*)
10/15/2022	Identify Content Managers	Project Team and Functional Area Supervisors	Email
10/25/2022	Identify and Assign *SharePoint* training	Ayersman and Content Managers	Linkedin Learning
10/26/2022	Assign responsibilities for content in Joomla	Project Team, Content Managers and Supervisors	Zoom meeting and Email
11/1/2022	Cabinet Meeting	President's Cabinet	Project Overview
11/18/2022	Complete *SharePoint* training	Project Team and Content Managers	Email and Linkedin
11/25/2022	Assign responsibilities for content in SharePoint	Project Team, Content Managers and Supervisors	Zoom meetings and Email
11/25/2022	Working Meetings to Finalize Content	Project Team and Content Managers	Zoom meetings and email
12/07/2022	Communicate Project Details	Ayersman and Canterbury	Front Page News, Portal, and Email
12/07/2022	Purge and update content	Project Team and Content Managers	Email and Zoom (on-going)
12/07/2022	Cutover	Employees	Portal, Front Page News, Direct Email

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References

Appendix A: Site Map for SharePoint Intranet
https://web.newriver.edu/images/INTRANET-Site-Map.png
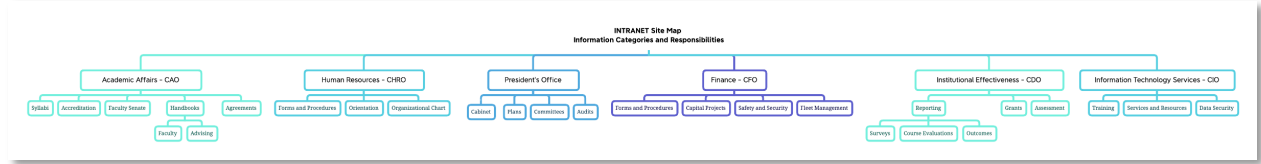
Direct Links to Functional Areas
https://newrivertech.sharepoint.com/sites/Intranet

Academic and Student Affairs
https://newrivertech.sharepoint.com/sites/Intranet/SitePages/Academic-Affairs.aspx

Finance
https://newrivertech.sharepoint.com/sites/Intranet/SitePages/Finance.aspx?web=1

Human Resources
https://newrivertech.sharepoint.com/sites/Intranet/SitePages/Human-Resources(1).aspx

Information Technology Services
https://newrivertech.sharepoint.com/sites/Intranet/SitePages/Information-Technology.aspx

Institutional Effectiveness
https://newrivertech.sharepoint.com/sites/Intranet/SitePages/Institutional-Effectiveness.aspx

President's Office
https://newrivertech.sharepoint.com/sites/Intranet/SitePages/President's-Office.aspx

Linkedin Learning Training for SharePoint

1. SharePoint Online Essential Training: The Basics (*required*)
2. Beyond the Basics (*optional*)

Content Management Questions and Recommendations

1. You may need to consult with your supervisor to identify the most appropriate content for your functional area.
2. We need to identify content no longer needed so we can delete it.

3. We need to update content and create content for each functional area so that it meets current needs for all employees.
4. SharePoint will likely replace our current shared folders for each department.

Joomla Content Review

1. We have about 300 articles in the **Trash**.
2. About 40 articles are in the **Archive**.
3. About 1,450 are **Unpublished**.
4. Only about 350 are **Published** and the others seem ready to delete.
5. Of those 350 that were Published, I reviewed them by topic to identify those clearly no longer appropriate for an authenticated audience of employees. This resulted in removing articles categorized as (1) current students, (2) future students, (3) accreditation by changing them to Unpublished, leaving **fewer than 300 articles**.
6. Some articles may have some historical value, but if the information is not current it may not be worthy of copying/pasting or even attempting to recreate.
7. I re-assigned some articles from Content Managers no longer involved to current Content Managers, so you can review the information and assess what to do with it (nothing/delete or copy to new site).
8. I updated all Content Managers to remove access for those no longer involved and ensured current Content Managers have access and articles assigned.
9. For any Published article not assigned to a Content Manager, I assigned it.
10. Our data retention policy is available as a guide to help us choose content to delete.

Meeting with Jenni (11/14)

a. Reviewed her articles and those assigned to Libby Belcher.
b. Reviewed both Published and Unpublished.

All published and unpublished articles can be deleted. Communications doesn't currently need an Intranet presence, although logos and templates might be content for the future.

Nothing to keep from Joomla and removed from site map.

Meeting with Lori (11/15)

Add organizational charts to President's Office site map.
Reviewed content in Joomla and SharePoint.
Billy will move the content into folder for President's Office.

Meeting with Steve (11/15)

Reviewed content in Joomla and SharePoint. Deleted a few, reassigned a few.

Meeting with Desiree (11/16)

Reviewed Joomla content. Most has been updated on WWW, but some may need to come back to SharePoint since it only pertains to employees (Fleet Management). Desiree will review Site Map with Jordan and begin planning what content they'd like to include in SharePoint for employees.

Nothing to keep from Joomla but keeping Finance on site map as content is likely.

Meeting with Tamara (11/16)

Reviewed Joomla content and found a bad link on Academic Services page to degrees and certifications. Updated that link and the title to Academic and Student Affairs.

Matched the content to the site map and agreed to keep all content related to the topics of the site map. Updated the functional area name to **Academic and Student Affairs**.

Meeting with Debbie (11/17)

Reviewed Joomla content and WWW content for HR. Discussed content appropriate and best suited for each. Identified what to keep in SharePoint.

Final Meeting Agenda

1. Review training completion update.
2. Review landing page.
3. Discuss content management.
4. Preview announcement email to all users.
5. Plan other communications about the project.
6. Questions?