

Estimate

Microsoft SharePoint Intranet Implementation and Teams Conversion



Date	September 1, 2020
Estimate Number	9686
Expiration Date	November 1, 2020
Estimate Total	\$25,000.00

From Mr. SharePoint, LLC
6457 South Kimbark Ave
Unit 1S
Chicago, IL 60637
US

To PM Hotel Group
5425 Wisconsin Avenue
Suite 700
Chevy Chase, MD 20815

Service

Price

Amount

This project will be split into two phases. The first phase will focus on building and setting proper best practice configuration for both SharePoint and Microsoft Teams while phase two will focus on automation and workflow.

\$15,000

\$15,000

Phase 1

SharePoint Intranet

- Create a topology structure that meets the needs of the business
- Create a permissions structure that leverages Microsoft Groups or Active Directory Groups
- Build the intranet in a way that can properly coexist with Microsoft Teams/Groups
- Create a Modern SharePoint theme that is inline with company branding standards
- Create foundation for key landing pages for home site collection and any landing pages for other department/team sites
- Create a hub site and link all relevant site collections to the hub so that they can share the same navigation structure and news updates

Microsoft Teams

- Help to properly configure teams and ensure that the right policies are being used
- Make sure that Team sites are used properly within the intranet as well as for other teams and company initiatives

Files

- Searchable operating procedures file storage
- Photo gallery of storage
- An ability to have a hierarchy of access to any file or team

Communication

- Team/committee groups with proprietary communication, file sharing and collaboration
- Ability to have a news feed or opening page of up to date information that is tailored by position/user tag
- Ability to post most recent recordings of trainings / videos
- Push notifications out to the field for urgent messages
- Ability to send links to files with any assignments, reminders, updates, etc.

Management and Process

- Assignable tasks by position/user tag
- Ability to schedule meetings for a user, team or tagged group of users with video and screen sharing capabilities. (Q: what are the limitations if everyone is not a teams user with a license)
- Ability to simultaneously be working on a document, ppt or excel (like google sheets/docs functionality)

Other

- A app component that works on a smart phone. Specifically the access to files, meetings and checklists
- Integrations into other commonly used apps for seamless punch out from the intranet portal. Or just links to go to a Hilton Brand page, or Marriott Brand page, or our business intelligence tool or our purchasing platform.
- Either our company's social media feed or a property's social media feed shows up on a dashboard

Important Note: The above can be built using out of the box components or an inexpensive third party tool like ShortPoint.

As mentioned above, phase two will focus on the integration of workflow and automation into the intranet.

\$10,000

\$10,000

Phase 2

Integrate with UltiPro and any other third part tools to create forms/workflow/task integration. This estimate is for building up to 8 different automated forms or systems based solutions that could include things like:

- User Created in Ultipro that then Triggers a Welcome Message
- A corporate user puts a news update out to the whole company or to a specific user group. It might have a link or just a body of text to review. Maybe an image if needed
- User created in Ultipro ==> Triggers Onboarding Checklist within a department ==> Completed checklist notifies direct manager and corporate discipline lead
- etc.

Important Note: We will need to confirm with UltiPro but we may be able to use out of the box tools like the Power Platform or premium tools like K2 or Nintex. We can also refine the above automation items as needed.

Subtotal \$25,000.00

Total ? \$25,000.00

Notes

Thank you! We really appreciate your business.

Terms

We do expect payment within 30 days, so please be sure to process payment within that timeframe. There will be a 1.5% interest charge per month on late invoices.

 <https://www.mrsharepoint.guru>  Billing@MrSharePoint.guru