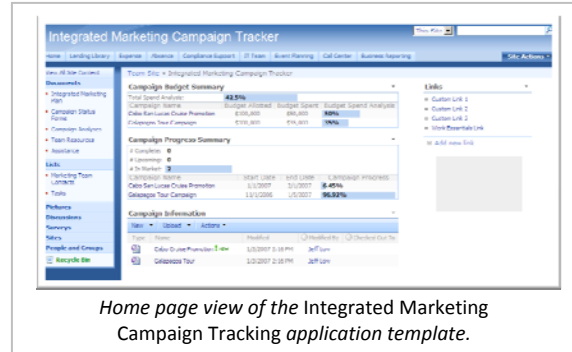


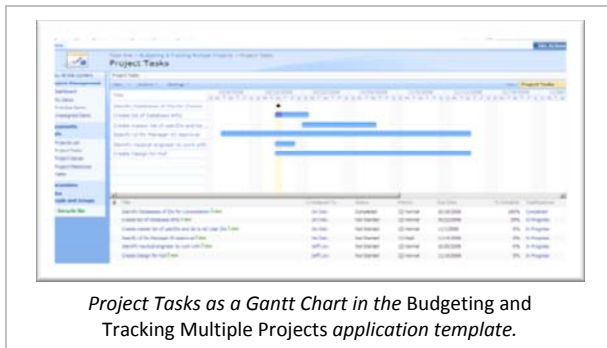
Application Templates for Windows SharePoint Services 3.0

Overview

Microsoft® Windows® SharePoint® Services 3.0 is technology of Windows Server® that offers an integrated portfolio of collaboration and communication services. Windows SharePoint Services is designed to connect people, information, processes and systems both within and beyond the organizational firewall. Downloadable at no additional charge, Windows SharePoint Services helps simplify the process of implementing and managing a team collaboration infrastructure.



In addition to providing a foundation for collaboration, Windows SharePoint Services is a platform for developing Web-based business applications. Microsoft has developed forty Application Templates to provide out-of-the-box, web-based business applications to address the needs of specific business processes such as organizing Room and Equipment Reservations, coordinating a Help Desk or even managing a company Sports League.



Microsoft developed these application templates to be usable immediately after deployment. However, they also can function as a starting point for partners and developers looking to build more sophisticated Windows SharePoint Services solutions using Microsoft Office SharePoint Designer 2007.

Available Application Templates

Microsoft has developed forty application templates for Windows SharePoint Services 3.0 that can be downloaded at no extra charge. Each application template addresses a business scenario and provides a base of functionality that can be either used directly out of the box, or customized for company specific needs.

Applying Application Templates to Your Business

The application templates have also been grouped by scenario and mapped to common business areas within an organization. These groupings help put into context how the application templates can be applied to specific processes or sets of tasks, whether within business groups or for certain job functions.

Template Types: There are two types of Application Templates for Windows SharePoint Services 3.0, site admin templates¹ and server admin templates², providing the right combination of integration with the Windows SharePoint Services platform and ease-of-deployment within an organization. To differentiate between these two types, all server admin templates are labeled with an asterisk (*) in the table.

Template Name	Description	Business Area
Absence Request and Vacation Schedule Management*	Help employees manage requests for out of office days, including listing days they will be unavailable who will cover their responsibilities while they are gone.	<i>Human Resources</i>
Board of Directors	Provide a single location for board meeting notes, tasks and issues and events.	<i>Business Management / Finance</i>
Budgeting and Tracking Multiple Projects*	Help track and budget multiple, interrelated sets of activities with project creation, tasks, Gantt Charts and common status designator tools.	<i>Project Tracking / Product Management</i>
Bug Database*	Help development teams collect and track information about bugs in their code including reproduction steps, category, comments, priority and severity of the bug.	<i>IT / Operations</i>
Business Performance Reporting	Help track customer satisfaction through surveys and online discussions.	<i>Business Management / Finance</i>
Call Center*	Help individuals manage the process of handling customer service requests from issue identification to cause analysis and resolution.	<i>IT / Operations</i>
Case Management for Government Agencies	Help manage tasks, documents and assignments related to government cases.	<i>Specialized / Vertical (Government)</i>
Change Request Management*	Help users track risks associated with a design change, including the ability to approve or reject the change.	<i>Project Tracking / Product Management</i>
Classroom Management	Help instructors store and organize course content, calendar items and announcements.	<i>Specialized / Vertical (Education)</i>
Clinical Trial Initiation and Management	Help manage the documents, tasks, issues and discussions needed to run a clinical trial.	<i>Specialized / Vertical (Health Care)</i>
Competitive Analysis Site	Help organize the results of competitor's offerings through useful competitive analysis technique templates.	<i>Sales / Marketing</i>
Compliance Process Support Site*	Help both teams and executive sponsors manage compliance implementation endeavors by specifying control tasks and managing document libraries.	<i>Business Management / Finance</i>
Contacts Management*	Help teams manage contact information among team members, including synchronization with Microsoft Office Outlook® 2007.	<i>Sales / Marketing</i>
Discussion Database	Foster collaboration by helping teams discuss topics online or through Office Outlook 2007 RSS capabilities.	<i>Project Tracking / Product Management</i>
Disputed Invoice Management	Help accounts payable departments track information regarding invoices due to vendors, including value of early payment and reasons for delayed payment.	<i>Business Management / Finance</i>
Document Library and Review*	Help teams manage the document review cycle with a version-tracking document library including a threaded discussion to provide a feedback.	<i>Project Tracking / Product Management</i>
Employees Activities Site	Help employees create and sign up for activities and events sponsored by the company.	<i>Human Resources</i>
Employee Self-Service Benefits	Enable employees to locate and sign-up for benefits offered by their employer.	<i>Human Resources</i>
Employee Training Scheduling and Materials	Help schedule training as well as provide a location for employees to sign up and receive course material.	<i>Human Resources</i>
Equity Research	Provides a centralized location to help consolidate the research done to evaluate financial equities.	<i>Specialized / Vertical (Financial Services)</i>

¹ Site admin templates are custom templates that are easy for any SharePoint site administrator to install into the template gallery without requiring server administration access.

² Server admin templates are created as site definitions, enabling tighter integration and enhanced functionality within the Windows SharePoint Services platform. They require a server administrator to install.

Template Name	Description	Business Area
Event Planning*	Help teams organize events through the use online registration, schedules, communication and feedback.	<i>Specialized / Vertical (Professional Services)</i>
Expense Reimbursement and Approval*	Manage elements of the expense approval process, helping to save time for approvers.	<i>Business Management / Finance</i>
Help Desk*	Help teams manage the process of handling service requests including managing identification of the root cause and tracking status.	<i>IT / Operations</i>
Integrated Marketing Campaign Tracking	Enable tracking of marketing campaign performance.	<i>Sales / Marketing</i>
Inventory Tracking*	This template helps organizations track elements associated with inventory by capturing manual input of updated inventory information notifying users when each part reaches the reorder quantity.	<i>IT / Operations</i>
IT Team Workspace*	Help teams manage the development, deployment and support of software projects by updating project tasks, issues, milestones and bugs.	<i>IT / Operations</i>
Job Requisition and Interview Management*	Enable your recruiting team to streamline the process of managing job requisitions and filling job openings.	<i>Human Resources</i>
Knowledge Base*	Enable employees to share knowledge resident within their organization.	<i>Project Tracking / Product Management</i>
Lending Library*	Help manage the physical assets in an organization's library with check out / in functionality and automated overdue notification.	<i>IT / Operations</i>
Manufacturing Process Management	Help enable manufacturing engineering teams track the linear manufacturing process as well as issues that are blocking completion of a manufacturing task.	<i>Specialized / Vertical (Manufacturing)</i>
New Store Opening	Help teams manage the process of opening a new store including project and task management tools.	<i>Specialized / Vertical (Retail)</i>
Physical Asset Tracking and Management*	Help teams manage requests and tracking of physical assets such as location, condition, manufacturer, model, current owner and estimated value.	<i>IT / Operations</i>
Product and Marketing Requirements Planning*	Help organize the process of developing new products and marketing content through useful planning templates and collaboration tools.	<i>Sales / Marketing</i>
Project Tracking Workspace	Help small teams manage project information such as project issues, tasks and project status.	<i>Project Tracking / Product Management</i>
Request for Proposal	Help manage the process of creating and releasing RFPs as well as the collecting proposal submissions and acceptance notification.	<i>Business Management / Finance</i>
Room and Equipment Reservations*	Enable teams to manage the utilization of shared meeting rooms and equipment.	<i>IT / Operations</i>
Sales Lead Pipeline*	Help teams manage the sales pipeline by tracking leads, opportunities, contacts, and accounts.	<i>Sales / Marketing</i>
Sports League	Manage a company baseball league, including players, captains, schedule and statistics.	<i>Specialized / Vertical (Consumer / Entertainment)</i>
Team Work Site	Enable project teams to centrally store background documents, track calendar events and submit action items that result from team meetings.	<i>Project Tracking / Product Management</i>
Timecard Management	Help simplify the process of tracking hours spent on multiple projects through employee 'punch-in / punch-out' capabilities and reporting of work in progress and project hours worked to date.	<i>Project Tracking / Product Management</i>

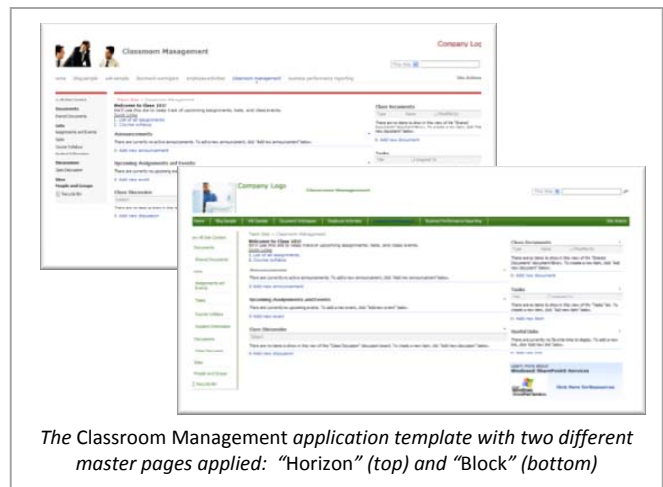
Customizing SharePoint Sites and Templates

Office SharePoint Designer 2007 is a Web site development and management program that provides powerful tools to build, customize and contribute to Windows SharePoint Services sites. Using the latest Web design technologies and established standards, technical users are able to create and deploy interactive solutions without having to write or deploy complex code.

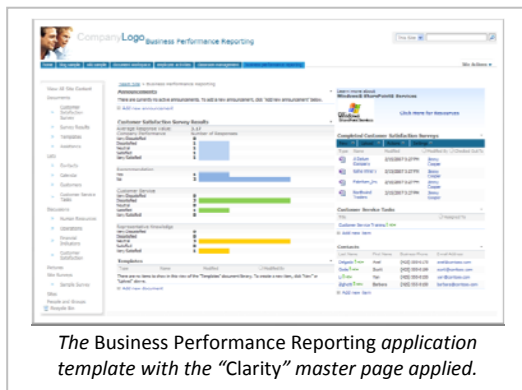
Office SharePoint Designer 2007 helps automate business process workflow such as document approval, custom event notification and other collaboration tasks with the workflow designer. It allows report creation data tracking applications using views and forms to gather and aggregate information from within the site and from locations on the Web. Advanced users can extend the power of Windows SharePoint Services with interactive Microsoft ASP.NET pages using the same powerful activity menus and control property grids previously found in the Microsoft Visual Studio® development system.

Master Pages

Master pages are a feature of ASP.NET 2.0 that work the same way in Windows SharePoint Services 3.0 and Office SharePoint Server 2007 as they do in ASP.NET 2.0. Using master pages, you can create a single page template and then use that template as the basis for multiple pages in an application, instead of having to build each new page from scratch. Master pages enable you to apply site-wide look/feel and layout changes to a SharePoint site, including those sites created from the application templates.



The Classroom Management application template with two different master pages applied: "Horizon" (top) and "Block" (bottom)



The Business Performance Reporting application template with the "Clarity" master page applied.

Microsoft has made available four sample master page sets compatible with the Application Templates for Windows SharePoint Services 3.0 to showcase some of the customization options master pages provide. The samples were built using Office SharePoint Designer 2007 and its full design-time support for master pages. To learn more about master pages and to download the four sample sets, visit:

<http://go.microsoft.com/fwlink/?LinkID=83236>

More Information

For more information, please visit:

Application Templates for Windows SharePoint Services:

<http://www.microsoft.com/sharepointapps>

Includes detailed datasheets with functional and technical overviews, plus screenshots for each template.

Microsoft Windows SharePoint Services 3.0:

<http://www.microsoft.com/sharepoint>

Microsoft Office SharePoint Designer 2007:

<http://office.microsoft.com/sharepointdesigner>