

Universiteit Stellenbosch University

SharePoint 2013 Site Application & Creation Process

From Application to End of Creation Support

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Site Application

To start your site application process - go to the online SU website application form and fill out the information required (online form - <http://stbweb01.stb.sun.ac.za/webaansoek/>). You will also need to send an email to the e-comms team (scotto@sun.ac.za) to be placed on a waiting list.

You will need to provide the following information in your email:

- Who will be in charge of looking after the website (normally a dedicated person that will be responsible for all the updates and maintenance of the website (site owner)
- The name of the department\entity that you want to put onto the SUN site
- Where this department\entity fits into the university's structure (for example: Electronic Engineering will be a subsite of the Engineering site)
- Any additional people that should have permission to edit your website and their Sun email address

Once we have received your email, we will inform you of your position on the waiting list and give you a timeframe.

Sitemap

During the waiting period you will need to organise a sitemap of the website that you want to create and also organise all your content. You may submit your sitemap with your initial application. We will review your sitemap and give feedback/suggestions on what will and won't work.

Sitemap Review Meeting

Once we have reviewed the sitemap, we will set up a meeting where we can discuss possible layouts and further sitemap alterations if needed. This meeting will give you a better understanding of the SharePoint 2013 product.

Training & Handing Over of the Site

Training

Once you have all of your documents in order (the sitemap, who will be working on the site etc), you will need to attend a training session. This training session will provide you with the basic tools to populate your site with content that ties in with Stellenbosch University's Corporate Identity, whilst still remaining distinctly yours.

Handing Over

Once training is complete you will have access to your site to complete your content. During this time you will have time to make queries about the site and make requests for Webparts such as the News Carousel and Staff Webpart etc.

Custom Webparts

If the available Webparts don't suit your needs, new parts can be custom-developed at an additional cost to your department. A suggestion would be to team up with other departments with similar needs and split the cost.

End of Support

After 6 weeks of support your site must be completed English and Afrikaans. Thereafter your site will be taken live on the Sun site and will be available to the public. Our role (e-comms) then changes, helping only with problems on the site such as broken Webparts. Any of these problems will need to be reported to the IT Helpdesk (help@sun.ac.za) with a detailed description of the problem along with screen shots (if applicable) of the problem. IT will then handle the initial problem and from there will direct it to our office. You will get an official call ID that uniquely identifies your request and is tracked until the problem has been solved.