

SHAREPOINT ONLINE SITE ARCHITECTURE: CHEAT SHEET

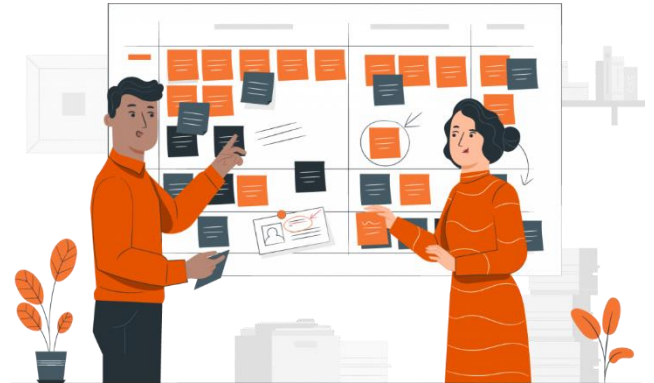


 SharePoint

Primer on Key SharePoint Online Concepts

When it comes to planning out your SharePoint Online site architecture, it can be helpful to refresh on a few key SharePoint Online concepts:

- **Home Site** – There can only be one home site, and choosing a home site makes it easily accessible from the SharePoint Online mobile app.
- **Hub Site** – A hub site ties together several related sites, and a hub site's theme and navigation are pushed down to any connected site collections. Hub sites are based off the Communication Site look and feel.
- **Communication Site** – Microsoft designed Communication sites to present visually appealing news, event info, and published work product. Creating a communication site does not also create an M365 Group.
- **Team Site** – Microsoft designed Team sites for groups of people to work together on active documents, assets, or other work outputs. Creating a Team site also creates an M365 Group. Creating a Microsoft Team will also create a connected SharePoint Team Site.
- **Organization News** – Any site collection can be designated as organization news. These sites are given extra visual weight when presented in news webparts and are promoted on the SharePoint Online Start Page.
- **Organization Asset Libraries** – Up to 30 document libraries can be tagged as organization asset libraries. These can only live in a single site collection. Content in these libraries is easily accessible to page editors throughout SharePoint Online, and document templates will show up in the Office client as organization templates.
- **Subsites** – With Hub sites, we no longer need to use subsites and having deeper site architecture. Where we used to create subsites, now we create new site collections and tie those into a Hub site.



Information architecture elements in SharePoint

Information architecture is about how you organize and label your content and how your visitors interact with the content to get work done. This includes elements like navigation, search, site hierarchy, taxonomy, and security. Modern SharePoint information architecture is also about how to ensure the right content gets to the right people and follows your organization's content compliance regulations.

Information architecture covers 6 main elements that relate to way finding in SharePoint:

- **Global navigational structure** – Considered the top level of navigation across your SharePoint tenant and how you structure your sites so that users can find content including the [home site](#) of your intranet.
- **Hub structure and organization** – [Hubs](#) enable you to group together similar topics, tasks, and content.
- **Local site and page navigational structure** – How content is organized on each site and page so that users can further navigate or consume content effectively.
- **Metadata architecture** – [Metadata](#) impacts search and browsing structure as well as compliance and retention policies.
- **Search experiences** – How your users “consume” information architecture in addition to browsing.
- **Personalized content experiences** – How specific content is targeted to certain users and groups of users.

My Understanding and proposed Solution:

NEWS, RESOURCES, PERSONALIZED CONTENT, FAQ, DISCUSSION WITH COMMENTS AND REPLY

This communication site is designed to be the place where your employees can find the news, resources, and information they need, plus personalized content tailored just for them. FAQ and Conversations across Organisation with comments and reply.

Site features:

- Custom company theme
- Vertical section
- Section background
- Mega Menu
- Compact header
- Header background
- Custom site logo
- Footer

Sections Used:

- News
- Imp Links
- Conversations
- Image
- FAQ List
- Weather
- Announcements
- Recent documents
- Sites
- Highlighted content

The screenshot displays a SharePoint site for Contoso Electronics. The top navigation bar includes 'The Landing', 'Who we are', 'What's happening', 'Find it', and 'My SharePoint'. The main content area features a large hero image with the text 'Communicating Product Value'. Below this are several news items, including 'New 401K Packets Available Now', 'The importance of branding at Contoso', and 'Communicating Product Value'. A 'Recommended viewing' section shows video thumbnails for 'August Town Hall Highlights', 'Customer Showcase: Amanda Brady, Connecticut wilderness', 'In the Design Studio with Carlos Slattery', and 'Mark B Roadmap'. The 'Conversations across Contoso' section shows a discussion thread about '2019 Product Pricing' with participants Adele Vance and Lee Gu. On the right side, there is a weather widget for Redmond, WA, a 'My news' section with various communication articles, and a 'My recent documents' list including 'IR Handbook', 'Over Budget Areas', and 'Contoso 2019 Medical Benefits'. At the bottom, there is a 'My recommendations' section with various documents and a footer with 'Contoso Electronics' and navigation links.

CLARIFYING QUESTIONS

1. SharePoint Online, SharePoint On Prem or Hybrid model.
2. Internet or Intranet
3. Internal user or External sharing
4. New in SharePoint or already configured
5. Site and Information Architecture already defined
6. Single site or combination of sites
7. Only Out of Box features or looking for customization also.
8. Any External integration with other applications
9. External database (SQL etc....)
10. SharePoint Search configuration
11. Any Organisational Taxonomy or terms
12. Any Content Migration required.