



# Inside Intranets: Carving Out an Online Niche for Your Nonprofit Staff

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# CTC Summary

- 501(c)(3) nonprofit established in 1987
- Staff of 1,400+ professionals
- More than 50 locations
- 900,000 sq. ft., including labs & demonstration space
- Top 100 Government Contractor
- Quality/EH&S Management System comprised of industry-best models: ISO 9001 (Quality) and 14001 (Environmental), AS9100 (Aerospace), and CMMI-SE/SW (Systems/Software Engineering)

Ready to serve you

***CTC* is an independent, nonprofit,  
applied scientific research and  
development professional services  
organization.**

# Nonprofit Status Benefits Clients

*CTC* is an unbiased partner uniquely qualified to deliver the best total solution for each client.

# What is an Intranet? and Extranet?

- An Intranet is a website accessible to individuals within your organization that is used to store and distribute internal company information.
  - This does require your company to be able to have it's own server/networking capabilities.
- An Extranet is a website accessible to the outside world (though password protected) and allows for collaboration between individuals within and those associated with your organization.
  - These environments are password protected, but your company can select from one of many 3<sup>rd</sup> party hosting providers.

# Microsoft SharePoint

- SharePoint is a browser-based collaboration and document management platform
- Supports Intranet or Extranet websites
- Highly attractive because of its integration with Microsoft Office
  - Outlook calendars
  - Task lists
  - Contact lists
  - Documents

# What does SharePoint offer?

- Documents (with Version History)
- Announcements
- Calendars
- Contacts
- Task/To-Do Lists
- Meeting Workspaces
- Surveys
- Integration with Microsoft Office

# Demonstrations

- **CTC Pittsburgh Office SharePoint Site**
  - Needs addressed: Pittsburgh Out of Office Calendar, Office-specific policies, new employee orientation, and more ...
- **Meeting Workspace**
  - Needs addressed: Distribution of Read-A-Head materials, Meeting Minutes
- **SharePoint/Outlook Integration**
- **Document Versioning**
- **SharePoint Special Interest Group Blog**
  - Needs addressed: Mitigate re-inventing the wheel and increase idea sharing and collaboration between SharePoint developers

# Ideas for Nonprofit Uses

- General Day-To-Day (I/E)
  - Avoid filling up everyone's inbox with attachments by posting them into the document libraries and just send the link.  
Plus, SharePoint is able to index any Office document so it is easily searchable using the SharePoint search engine. Why let a document get lost in your Outlook inbox, when you can post it to a SharePoint site and share it with your entire organization?
- Board Meeting Preparation (E)
  - Distribute Board Meeting read-ahead materials online and save money on printing and postage

Works best for (I) Intranet or (E) Extranet

# Ideas for Nonprofit Uses

- Fundraising / Event Planning (E)
  - (Ex: Big Brother Big Sister) The annual Bowl For Kids Sake event involves planning an event with the help of external organizers and sponsors. Use a SharePoint site to help collaborate and reduce time/cost involved with meetings while increasing on-going communication.
- Annual Report Development (I)
  - Often the Annual Report requires a team of individuals to complete. Bring the team members together and track progress and versions with SharePoint. Everyone can work using the same source document, meaning there will be less versions to merge together in the end.

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**Putting ideas into action.<sup>SM</sup>**

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