

Human Resources & Equity Document Hub

Building a Foundation for Knowledge Sharing and Collaboration

Enterprise Applications & Solutions Integration (EASI) and the Division of HR & Equity (HR&E) are launching a new HR&E Document Hub in SharePoint Online. This site is a centralized document management resource for internal forms, templates, policies, procedures and guidelines. It will replace the current Blackboard portal, as well as consolidate a number of other systems – improving consistency, collaboration, accuracy and efficiency. The new hub will be rolled out to all HR&E staff and staff in the Divisional HR Offices by July 2018.

The HR&E Document Hub is an approved component of the HR Technology Roadmap and is the first phase of the overall HR document management strategy.

PROCESS

Inventory and Assessment: Our project team is developing a detailed inventory of content in the current portal (Blackboard) and other identified sources, and determining content owners and stakeholders.

Analysis and Consulting: With content owners, key stakeholders and focus groups, we'll review and finalize content, and determine what should be migrated to the new system.

Design and Build: Based on input from stakeholders and experts, we'll design, create and launch the new hub, taking advantage of features available in SharePoint Online. We'll also train staff on its use.

Governance: To define clear roles and responsibilities, our team will help to establish a hub manager and processes that support the site.

BENEFITS



Integrated with Office 365. Create, update and edit documents all within Office.



Built-in document versioning.



Full text searching on all content.



Single sign-on access using UTORid.



Improved governance, usability metrics and reporting.

FUTURE

This new document hub sets the stage for enhanced knowledge and document management and improved collaboration between HR offices.

2018

Jan Feb Mar Apr May Jun Jul

Content Inventory and Assessment

Analysis and Consulting

Design and Build

Migration of Content

Training and Official Launch



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