



Use Office 365 to optimize your collaboration and business processes across multiple teams

Transform, collaborate, innovate

With increasingly global and complex supply chains, companies need flexible, cost effective IT infrastructure that can support the collaboration and multimedia communications that modern design innovation and 'first to market' competitive advantage demand. Office 365 – Microsoft's collaboration platform in the Cloud – empowers your employees to be innovative and agile, whilst meeting compliance requirements through email, social features and sites to centrally share content and documents. Hitachi Consulting can help you understand the value of this platform and how it can be applied to enhance your business processes, helping you maximize the value of your investment.

Product speed to market is a growing challenge today, with organisations faced with ever increasing complexity of global markets, the challenge of stricter import regulations, raw material control and limits on technology transfer. Economic instability continues to challenge industrial manufacturing companies to transform business models and cost structures. Speed to market, enhanced products and the right innovation business model will ultimately differentiate in the battle for global market share. Key to the success of this is greater innovation driven by collaboration across a global and complex value chain of partners and suppliers. Just managing the cost of your IT infrastructure is not enough.

While many organisations seek to purchase Microsoft® Office 365® to free

IT resources from routine administration tasks and focus on more strategic projects, this cloud-based solution can provide greater value to the end user. Employees benefit from the use of familiar Office applications, plus enterprise-grade email, conferencing and collaborative solutions provided by Microsoft® SharePoint helping deliver faster communications between employees, partners and wider stakeholders.

You have already bought Office 365 and need to understand what it can do for your business. One of the components of Office 365, SharePoint, provides a flexible enterprise content management platform that can be used to provide a central place where organisational information can be published, organised and discovered.

However, SharePoint provides little initial structure and allows users to create content easily and quickly—meaning that it can rapidly lead to 'information sprawl' and a confusing user experience if it is not designed and effectively governed from the start. We have worked with clients to effectively deploy SharePoint to improve business processes and fundamentally transform their workflow processes.

This has key business advantages when applied to design processes that move from R&D into production, ensuring design and development and speed from design to 'shop floor' timescales, allowing you to meet supplier and partner demands and potentially increase your product time to market.

Hitachi Consulting can help ensure that you maximise your existing Office 365 license and deploy SharePoint to improve business processes and enhance collaboration across your value chain. We will accelerate your understanding of SharePoint, help identify content and business processes that could be implemented on the platform, and provide planning and implementation services. Hitachi Consulting offers depth of experience in SharePoint, backed up by Microsoft qualifications and numerous successful implementations. We can provide a high level introduction to SharePoint, help define your technical and business implementation plan and outline a roadmap for leveraging information across your business.

Empower your employees to be innovative and agile, whilst meeting compliance requirements through email, social features and sites to centrally share content and documents.



Transform your use of information through collaboration, workflow processes and search

Our SharePoint solutions are delivered by consultants who work across the spectrum of skills necessary to ensure SharePoint is successfully delivered and adopted. We have expertise in User Centric Design, Change Management, Technical Consulting, Information Management, Content Management and Managed Services. This ensures that we build project teams that focus on development and continued management of the solution. The implementation of governance structures, information management policies, communication plans, and a business-led approach ensures our client's goals are met and adoption rates of the SharePoint solution are high. We also prioritise the technical and information management aspects of SharePoint project delivery, ensuring that the solution and its content are well structured, discoverable and accessible in an intuitive manner.

Solution attributes and capabilities

Office 365 delivers the powerful features of SharePoint without the associated overhead of managing the infrastructure. Flexible management options ensure that you still retain the control you need to meet the compliance requirements of your organisation. You can purchase SharePoint Online as a standalone offering or as part of an overall Office 365 suite that also includes Microsoft® Exchange®, Microsoft® Lync™/Skype™ for Business and Office.

The key features of Office 365 include:

- **Reduced infrastructure overhead**
 - Receive the majority of the features of SharePoint on premises without the associated costs of maintaining your own hardware.

- **Easy to manage**

- The powerful admin console allows your organisation to easily manage capabilities, policies and security for all the content and features within SharePoint. Automated maintenance of the servers ensure that you are always up to date with the latest features with minimal downtime.

- **Can be accessed from almost anywhere**

- Easily access and interact with your SharePoint newsfeed, wherever you go using the SharePoint mobile apps available across various devices.

- **Enterprise-grade reliability and standards**

- Safeguard your data centers with continuous data backup, premier disaster recovery capabilities and a team of experts monitoring the servers around the clock.

- **SharePoint Apps**

- Ability to easily add more functionality with SharePoint apps.

SharePoint Online includes:

- 10GB + 500 MB per user, up to a total of 25TB per tenant
- View, share and edit Office documents directly in your browser
- My Sites, including blogs, personal document storage and insights to create a person-centric intranet, with an additional 500MB per user
- Invite up to 1,000 external users to work on project and documents using their corporate email address Business benefits

Business benefits

Hitachi Consulting delivers SharePoint solutions for Office 365 that:

- Increase the effectiveness of your business operations – by implementing workflow we improve business processes by reducing down time, achieving consistency and repeatability
- Foster innovation – by designing collaborative environments, we enable joint working across teams and geographies and facilitated the flow of new ideas
- Facilitate collaborative working – by combining the information management and social features of SharePoint, we enable better, faster communications between peers inside and outside the organisation
- Improve access to information – by implementing enterprise search capabilities, we enable employees to locate information more easily and avoid reinventing the wheel
- Are adopted by the end user community – by engaging key stakeholders at an early stage of the process, we ensure that the SharePoint solution meets the user needs and it is a natural step for them to start using it

Technical benefits

Hitachi Consulting delivers SharePoint solutions for Office 365 that:

- Are scalable – by designing solutions with a logical Information Architecture we create SharePoint solutions which will stand the test of time and can be extended as the organization evolves.
- Enable content to be migrated from legacy systems – by conducting a migration assessment, we ensure that the right data is transitioned to the new SharePoint solution and there is no loss of data integrity.

- Make it easy to manage and govern SharePoint – by designing the governance structure at the outset of the project and providing appropriate guidance, we ensure that the SharePoint solution does not spiral out of control.
- Provide managed support of the SharePoint solution – by offering a managed services capability, we are able to provide ongoing technical support of any custom aspects of the SharePoint solution developed.

- Provide innovative technical solutions – by working with our partners, we are able to provide specialist innovative solutions on top of SharePoint (e.g. PDF app delivered via Microsoft® Azure®).

Why Hitachi Consulting?

Dedicated Microsoft practice

As a global systems integrator and Microsoft Managed Partner, Hitachi Consulting has a deep relationship with Microsoft. We hold Microsoft Gold Partner

accreditation in multiple disciplines across global regions.

We have longstanding experience with Microsoft technologies, from early beta release through our involvement in the Technology Adoption Programme (TAP). Most recently, Hitachi Consulting was an active participant in the Lync Server 2013 TAP with Office 2013.

Hitachi Consulting has an excellent track record of designing, architecting, building and supporting large scale SharePoint platform solutions for clients that include the National Air Traffic Service, Allen & Overy, the Co-operative Group, Vaultex and GS1.

Challenge	Services	Impact/Benefit
<ul style="list-style-type: none"> ■ Multiple information sources across the organisation impacts decision making ■ Finding content is difficult with multiple systems and sources ■ Corporate knowledge retained on local machines by individuals ■ Business processes are manual and laborious ■ Time to respond to information requests is lengthy ■ Reinventing the wheel as a result of users not being able to locate information ■ Intranet developed over multiple unsupported technologies ■ Knowledge workers in your organisation operate in silos ■ Custom in-house applications are delivered over multiple platforms ■ Lack of standards and consistency across your application set ■ Rapid and consistent adoption across the organisation ■ High levels of user adoption result in better value for money ■ User community 'change fatigued' ■ Senior leadership does not see the need for change 	<ul style="list-style-type: none"> ■ Introduction to full SharePoint functionality ■ Identify and align business requirements with SharePoint functionality ■ Demonstration of SharePoint product features using example business processes from your organisation ■ Infrastructure readiness and planning workshop ■ Support requirements and systems maintenance processes workshop ■ Implementation and business rollout planning workshop ■ Content migration assessment and recommended approach ■ Rapid intranet creative and technical design ■ Proof of concept using business processes ■ Change and user adoption workshop ■ Business requirements workshop ■ Assess risk to change across your organisation ■ Map out challenges in the organisational landscape and where change may be required ■ Assess communications and training approach required 	<ul style="list-style-type: none"> ■ Understand how SharePoint could be used in your organisation ■ Show the value to your organisation of SharePoint ■ Align technology infrastructure to ensure stable delivery ■ Understand what corporate knowledge is stored in your organisation and how it can be accessed ■ Sharing of corporate information easily by key information workers ■ Rapid and effective collaboration ■ Leading creative design ■ Consistent development standards ■ Access to applications by appropriate employees ■ Make informed and accurate decisions ■ Find the right information you need quickly ■ Rapid deployment ■ Senior management bought in and leading the change ■ Less time spent dealing with user challenges to change ■ Reduced overall cost of project deployment

Long-term, individual relationships

Using a combination of senior people, proven frameworks and intellectual property developed from numerous successful projects, our approach and engagement model is adapted to meet the requirements of every individual client. We're committed to building long-term relationships – in fact, 80% of our business comes from existing customers.

End-to-end solution support

As well as application and complementary platform hosting (available as a fully managed service), our service offerings span the complete project lifecycle – from technology selection, project planning and management, to solutions outsourcing and offshore development.

About Hitachi Consulting

Hitachi Consulting is the global solutions and professional services organization within Hitachi Ltd., a global innovation leader in industrial and information technology solutions and an early pioneer of the Internet of Things. Hitachi Consulting is a business integrator for the IoT era and a catalyst for digital transformation. Using our deep domain knowledge, we strategically collaborate with our clients to help them innovate faster, maximize operational efficiency and realize measurable, sustainable business and societal value. As a consulting-led solutions company, we can help you leverage data as a strategic asset to drive competitive differentiation, customer loyalty and growth. To learn more, visit www.hitachiconsulting.com.