

SharePoint Information Architecture and Design

Service Summary

This service provides the design of modern SharePoint information architectures to improve findability, usability and governance of organisational information.

Scope of the Service

Design of SharePoint Online site structures, hubs, metadata models, navigation and search to support consistent information management.

What's Included

- User research and requirements gathering
- Site and hub architecture design
- Metadata and taxonomy design
- Navigation and search configuration
- Content modelling
- Governance and ownership model definition

What's Not Included

- Content creation
- Brand design services
- Hosting services
- Ongoing operational support (unless separately agreed)

Deliverables

- Architecture diagrams and documentation
- Metadata and content type definitions
- Navigation structure
- Implementation plan

Support and Maintenance

Ongoing support and maintenance of M365 environment can be offered as an additional service. The scope and details of which would be part of a separate workstream.