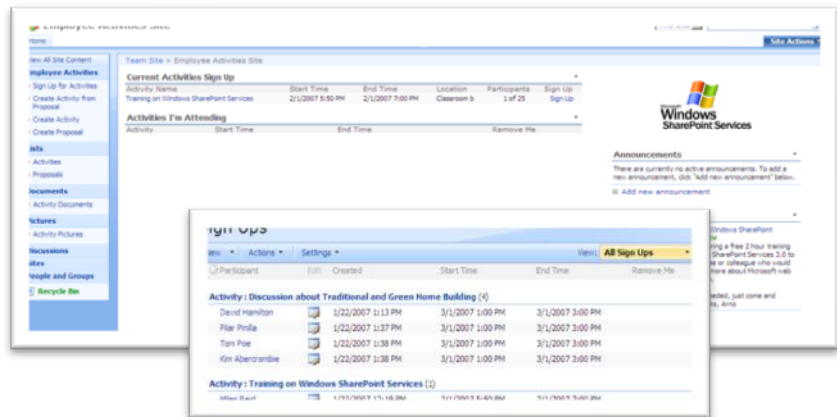


## Application Template: Employee Activities Site

### Description of Template

The Employee Activities Site application template for Microsoft® Windows® SharePoint® Services 3.0 helps manage the proposal, scheduling and sign-up of activities offered to employees. The site provides functionality to manage a proposal to create an employee activity. Activity managers can then take that proposal and convert it into a scheduled event using the site's scheduling functionality. After an activity is scheduled, employees can sign up for these events and, if a conflict occurs, remove themselves from the list of attendees. The site automatically tracks the maximum number of attendees, if applicable, and provides a dashboard where users can view a list of events they are signed up for and those which they are planning. The site also includes libraries where related event documents and pictures can be uploaded as well as a place for company-wide announcements.



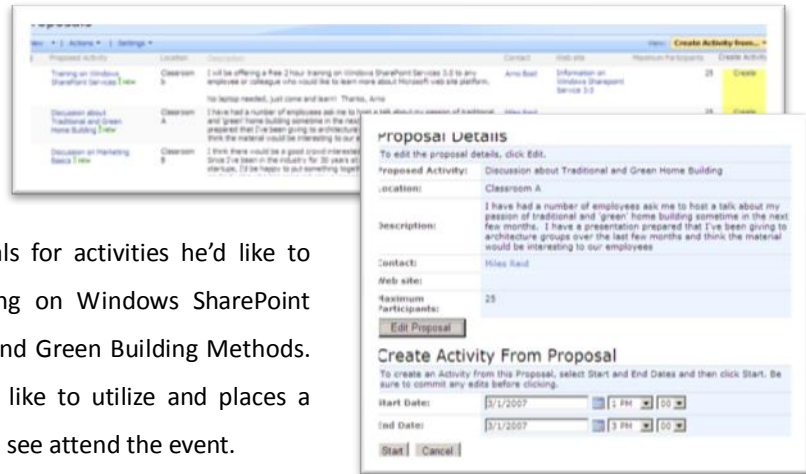
### Sample Activities Performed in this Application Template

The following examples show the various ways Microsoft anticipates this template will be utilized in a typical organization. If you wish to add additional features, please ask your IT provider to research Microsoft Office SharePoint Designer 2007.

Fabrikam, Inc. is a medium sized manufacturing company located in a large business park outside of Seattle. Their HR director, Arno Bost, has noticed that many employees have been giving informal 'talks' lately on things they are passionate about – cooking, software development, skiing, etc. Arno thought it would be beneficial to company morale if Fabrikam, Inc. fostered this type of employee activity, so he asked his IT department to set up an Employee Activities Site based on Windows SharePoint Services 3.0. After the site was set up, Arno sent an email to all employees congratulating them on informally sharing knowledge about different topics and asking them to use the site to propose and manage activities in the future.

Miles Reid is a developer in Fabrikam, Inc. IT department. He has two passions: Software Development and Home Building. Miles logs onto the Employee

Activity Site and submits two proposals for activities he'd like to offer to the company, one for training on Windows SharePoint Services and the other on Traditional and Green Building Methods. He selects the conference rooms he'd like to utilize and places a maximum number of people he'd like to see attend the event.



Arno receives notification that Miles has submitted a new proposal for a Home Building talk. Arno likes the topic, so he clicks on “create activity from proposal”, assigns a date and clicks “Start” to allow employees to register. Arno is very interested in the talk, so he clicks “Sign-Up” to add himself to the registration list. He then visits the “Sign-Up” page to see that four people have already registered up for Miles’ class. It’s promising to reach the maximum number of 25 participants very quickly, and Arno wonders if Miles should consider moving to a larger conference room.

### About Microsoft Windows SharePoint Services 3.0

Microsoft Windows SharePoint Services 3.0 is technology in Windows Server® that offers an integrated portfolio of collaboration and communication services designed to connect people, information, processes and systems both within and beyond the organizational firewall. Now available at no additional charge, the technology provides a platform for developing Web-based business applications. Application Templates provide out-of-the-box scenarios to address the needs of specific business processes.

### More Information

For more information on the technologies described in this article, please visit:

Microsoft Windows SharePoint Services 3.0:  
<http://www.microsoft.com/sharepoint>

Application Templates for Windows SharePoint Services:  
<http://www.microsoft.com/sharepointapps>

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