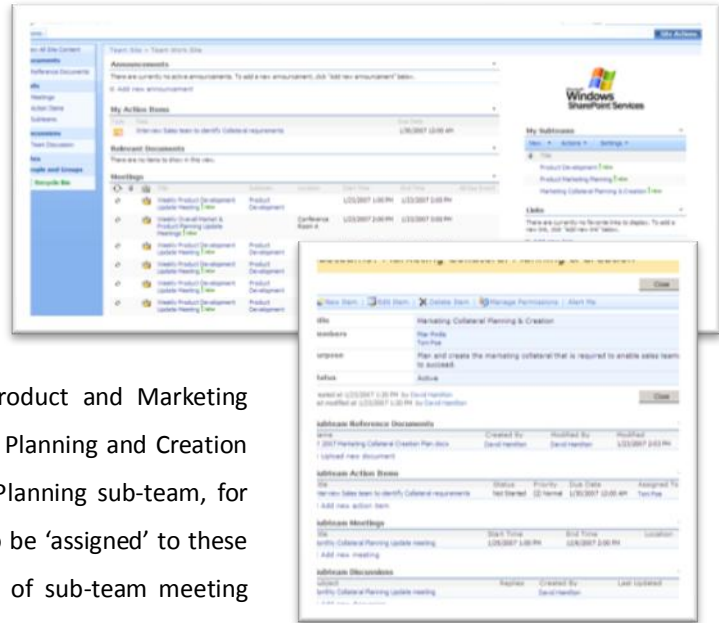


Application Template: Team Work Site

Description of Template

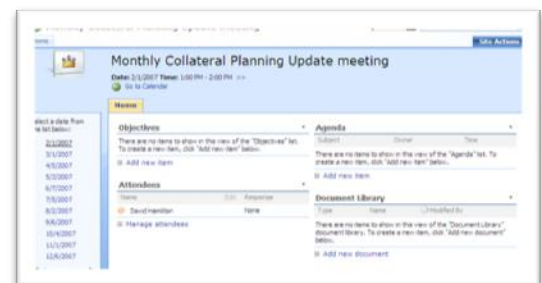
The Team Work Site application template for Microsoft® Windows® SharePoint® Services 3.0 helps facilitate the action items, team discussions and sub-team creation process that is necessary for successful teams to operate. The site is created at a department level, with sub-teams created for each specific team. A Product and Marketing Department might have a Marketing Collateral Planning and Creation sub-team as well as a Product Development Planning sub-team, for example. The site allows for team members to be 'assigned' to these sub-teams, as well as for automated creation of sub-team meeting sites used to facilitate sub-team meetings. Documents can be uploaded and tagged with the appropriate sub-team as can Action Items, Meetings and Team Discussions. Users of the site have a single location that lists their sub-team's Reference Documents, Action Items, Meeting Times and Sub-team discussions, which can also be viewed via an RSS reader such as the one provided in Microsoft Office Outlook® 2007.

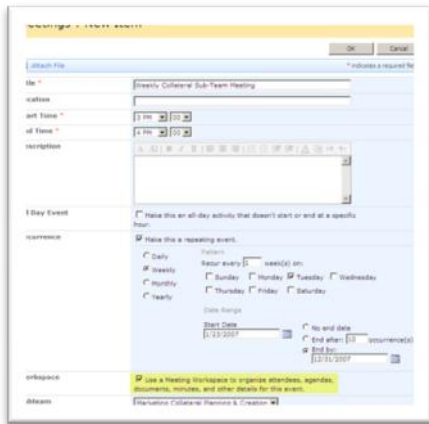


Sample Activities Performed in this Application Template

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.

Toni Poe is a member of Litware, Inc.'s marketing department, responsible for planning and creating marketing collateral for the sales team to use. To help organize the department's activities, her company uses the Team Work Site Application Template deployed on Windows SharePoint Services 3.0. Today, Toni attended the monthly department meeting where she was asked to form a sub-team tasked with creating marketing collateral needed for the next year. To help

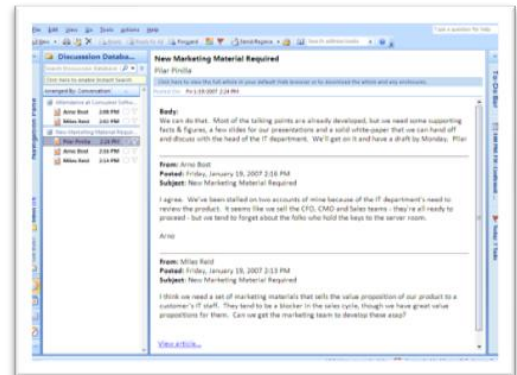




facilitate the sub-team, she logs into the Team Work Site to create listing for the new sub-team. She lists herself and teammate Pilar Pinilla as members and clicks “OK” to create the sub-team.

Next, Toni wants to schedule a series of recurring meetings and create a separate Meeting Workspace that she can use to organize the sub-team’s activities over the next few months. She visits the calendar, clicks ‘new meeting’ and enters in the date and that the meeting is for the Marketing Collateral Planning and Creation sub-team. She also

checks the box to automatically create a new Meeting Workspace. Upon clicking OK, the system automatically schedules her meetings and creates a Meeting Workspace that she can use to track Objectives, Agenda, Attendees and Documents related to the monthly meetings. Toni returns to Office Outlook 2007 and sees that one of her sales colleagues has posted a request for new collateral. She reads the discussion post then clicks on the “view article” link to return to the Team Work Site to post her reply.



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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