

# DACC SPO (SharePoint) Intranet and Document Management Project

## Overview & Purpose

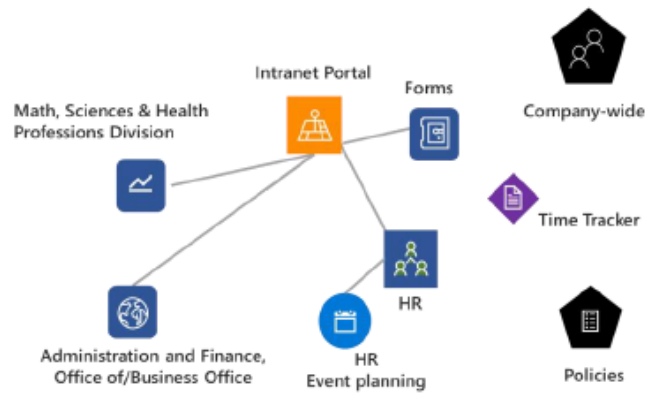
To provide a roadmap for a document management system with a secure portal/intranet that will create a formalized process for data management and employee access to information using SharePoint Online (SPO).

## High Priority Requirements

- Fulfill the Higher Learning Commission’s (HLC) requirements for data governance and compliance prior to 2021 site visit
- Imbed DACC’s Data Governance policy (see *DACC Board Policies #6032, #6033, #6034*)
- Ensure data document versioning and integrity
- Provide security access, permissions, group collaboration
- Provide single landing page where users may access forms (currently exists as *Employee Resources* on dacc.edu)
- Build workflows for approval
- Integrate with Google email and calendars
- Strengthen Search capabilities

## Hub/Spoke Intranet Structure

The DACC Intranet will have a single Hub site and Spoke sites that interconnect content to flow within each of them and choose what displays at the Hub home.



key  
■ Hub site    ■ Communication site    ● Calendar List site    ◆ Time Tracker PowerApp

**Danville Area Community College**  
 (List of Divisions/Sub Divisions, Departments, Offices)  
 This does not include DACC's committees, teams, etc.

Legend	Counts
Hub =	1
SC/Spoke =	44
Page =	22

Division - Subdivision	Division	Retention Policy	Hub/Spoke	Access Permissions		
				Owner	Member	Visitor
<b>Intranet Portal</b>			<b>Hub</b>			
<b>Services</b>			<b>Navigation</b>			
Academic Advisement and Counseling	Services		SC	Dept Owner	Department	All Staff
Admissions and Records/Registration	Services		SC	Dept Owner	Department	All Staff
American Job Center (AJC)	Services		SC	Dept Owner	Department	All Staff
Bookstore	Services		SC	Dept Owner	Department	All Staff
Computer and Network Services	Services		SC	Dept Owner	Department	All Staff
Corporate and Community Education (CCE)	Services		SC	Dept Owner	Department	All Staff
Corporate/Customized Training	Services		Page	Dept Owner	Department	All Staff
Traffic Safety/Defensive Driving	Services		Page	Dept Owner	Department	All Staff
Driver Education	Services		Page	Dept Owner	Department	All Staff
Tractor/Trailer Driver Training	Services		Page	Dept Owner	Department	All Staff
Culinary Arts	Services		Page	Dept Owner	Department	All Staff
Fitness Center	Services		SC	Dept Owner	Department	All Staff
Information Office	Services		SC	Dept Owner	Department	All Staff
Instructional Media Center	Services		SC	Dept Owner	Department	All Staff
Maintenance	Services		SC	Dept Owner	Department	All Staff
Security Office	Services		SC	Dept Owner	Department	All Staff
Small Business Development Center (SBDC)	Services		SC	Dept Owner	Department	All Staff
Vermillion County Works (VOW)	Services		SC	Dept Owner	Department	All Staff