

Thanks for participating as a Peer at SharePointGovernance.Org (SPG). Our intent is to make this site one of the most valuable exchanges available for organizations implementing SharePoint. As a Peer contributor, we are requesting that you leverage governance related information that may help others with their SharePoint implementation(s). Content can consist of **governance documents**, **links** to important and relevant sites, **discussion threads** and **SharePoint Usage examples**. Contribute what you feel comfortable with and note that our intent is to minimize any the burden on you by allowing you to leverage pre-existing content. This document has been prepared as a brief guide for Peers who will be loading content on to SPG. The site is in an evolutionary state and we welcome any and all feedback.

Topic	Instructions
<b>Site URL:</b>	<a href="http://www.SharePointGovernance.Org">www.SharePointGovernance.Org</a>
<b>Login Credentials:</b>	For the site, we have integrated Windows Live ID Login. Upon reaching the site, please enter your <b>Live ID login</b> and <b>password</b> . If you don't have one already, you'll be prompted to create one which takes only a minute or two.
<b>Your Profile:</b>	Once you have entered your Live ID login information, you will be prompted to fill out some basic information about yourself for the site. Please fill out as much as you feel appropriate and note that we do not sell or make available any of the peer contact information. If you elect to be contacted by a sponsor, it is a one-time email notice that gets sent.
<b>Content Loading Location:</b>	<p>Once logged in, please do the following to load up content:</p> <ol style="list-style-type: none"> <li>Go to the <b>Peer</b> site (top level navigation)</li> <li>Select the <b>Upload Peer Document</b> button</li> <li>When filling out Metadata, please note:               <ol style="list-style-type: none"> <li><b>SPG Audience</b> – Please specify who the target audience is for this content.</li> <li><b>SPG Content Author</b> – Please give appropriate credit to the author if not you.</li> <li><b>SPG Primary Topic</b> – Allows you to associate the content with a specific topic area.</li> <li><b>SPG Level</b> – Allows you to specify what level of SharePoint expertise is appropriate.</li> </ol> </li> <li>If this is your first submission, a “guru review” workflow will be started. Once approved, you can upload additional documents without further review.</li> </ol>
<b>Content Guidelines:</b> <i>Please note that your first post will be reviewed by a Guru prior to posting.</i>	<p>The following Guidelines are recommended and please note that we anticipate this evolving:</p> <ol style="list-style-type: none"> <li><b>What Type Of Content:</b> Any content that has served you well which may also benefit others. This could include Business, Delivery or Technical Governance guidelines.</li> <li><b>How Long Should It Be and What Format Is Acceptable:</b> There is no minimum or maximum length. Please leverage what you already have used. Formats include MS Office and PDF.</li> <li><b>Can Problems Be Discussed:</b> Absolutely! If you can save others time and money by sharing what is not working and ideally, how you got around an issue, please do so. It is important to stress that our intent is not to make this only technical; it may be about a Change Management Governance document that worked well (or didn't work well).</li> <li><b>Can 3<sup>rd</sup> Party Products Be Referenced:</b> Yes and commentary on the products is welcome, even if it is bad and even if it is for one of the sponsors. We just ask that it is not a public lashing!</li> </ol>
<b>Other Content:</b>	Also please note that as a Peer, you can start discussion threads, share resources and provide real world SharePoint Usage examples. All of these features are located on the Peer menu.
<b>Questions:</b>	Please contact <b>Laura Bayko at 781.229.9933 x19</b> or email <a href="mailto:Info@SharePointGovernance.Org">Info@SharePointGovernance.Org</a> .

