# **VolShare to SharePoint Project Checklist**

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| **Name of the VolShare:** |  |
| **Name of New SharePoint site:** |  |
| **Admin(s) of this project:** |  |

**Plan**

1. **Train users how to use SharePoint Site**

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| --- | --- | --- |
| ✓ | **Task** | **Date** |
| □ | Here’s what you will learn:   * How to access the SharePoint Site * How to move VolShare documents to the SharePoint document library |  |
| □ |  |  |
| □ | Allow the users approximately 3-4 weeks to adapt to viewing, retrieving and placing departmental documents on the SharePoint site and document library |  |
| □ | Create a list of users that require training and scheduling with them or with the ITS trainer (**Template 1**) |  |

1. **Move documents from VolShare to SharePoint document library**

|  |  |  |
| --- | --- | --- |
| ✓ | **Task** | **Date** |
| □ | Set a date by which users will stop retrieving and putting documents into VolShare. |  |
| □ | Move all documents to the SharePoint document library  a. The type of documents you want to move:  a. Any Microsoft documents like Word, PowerPoint, Excel.  b. Images  c. Adobe  d. Note: If you have other types of documents, please leave them, and inform us so we can address them.   1. If you have a lot of documents, make time, and set a schedule (**Template 2**) |  |

1. **All documents are now on SharePoint document Library**

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| ✓ | **Task** | **Date** |
| □ | Please contact Lisa Hall or Tonya Brown to let them know that you have completed the process to transfer your departmental documents from VolShare to the SharePoint Document Library. Keep in mind: You will no longer be able to access VolShare and all documents will no longer be available. |  |

TEMPLATE 1

Users need to be trained

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| Name | Training Date |
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TEMPLATE 2

**Folder needs to be moved**

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| ✓ | Folder or Document Name | Moved Date | Person who Moved Folder or document |
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