CDA and SharePoint

1. Brief description of software

   a. From this site you will be able to see documents related to the CDA including policy and procedure documtesas as well agendas, minutes, resolutions, schedules, attachments, maps, reports, audits, etc.

   b. The City uses SharePoint, and our contribution will be almost entirely the staff time needed to set this up and keep it up to date.

2. There are other systems/resources which can give you access to some of these materials, but they can be hard to find in the greater collection of City documents.

   a. Legistar is the official City storage site for all legislative documents, including miniutes, agendas, resolutions/ordinances and reports. It includes everything from 2005/2007 on, but is not organized in a search-friendly format

   b. Printed versions of these documents exist, as mailed to you in your monthly packets, and you may also have electronic files. These are difficult to search, particularly if they are pdf files, and in many cases these not the most recent versions of the documents.

3. Sharepoint has the advantage of being able to store almost any kind of document. The texts of pdf documents can be searched, which is not true from Microsoft Windows. Also, in SharePoint the documents can be searched, grouped and sorted.

4. Good elements for the CDA?

   a. Source of information on past meetings and documents, including a log of resolutions adopted by the CDA

   b. Policy library: due to the many questions we receive about how things are being done (contracts, RFPs, etc.), and better organization for staff. We are working on collecting these documents in a "Policy Library" which will be the main feature on CDA Administration site.

   c. Quick source for meeting schedules, names and contact information for CDA members, names and contact info for staff and their areas of responsibility.

   d. The lists of documents is show wheneach was last updated and by whom.

5. Using the system

   a. From each member we need name and current email address.

   b. The IT department will assign you a log-in ID and password.

   c. Once you have logged in you will have reading only access to the documents

   d. You can download any document you see to your own home computer or cell phone (not yet sure about cell phone access)

6. Training

   a. Our goal is to make this system easy to use—an obvious and simple point-and-click setup—so that no training is needed. Instructions will be included on the site.