

Success Plan Phase 3: Blueprint (Structure)

The objective of this phase is to establish how their Huddle workspaces will be laid out. Generally this is done in workshops with a cross section of business ambassadors.

Step 1: Determine the workspace structure



A workspace is a secure area on Huddle in which a particular theme of content is collaborated on. Workspaces are the highest level at which content, people and collaboration are divided.

Important attributes of workspaces:

- Collaboration features, such as files and tasks, can be switched off or on at workspace level.
- Teams are defined per workspace.
- Permissions can be applied only to Files.
- Permissions are applied on a team by team basis.

Questions to answer when considering the structure of workspaces:

- How will current content and processes be mapped into Huddle?
- How many workspaces will be required? This should be based on:
 - What themes of content are being shared?
 - How much content is being shared?
 - Who needs to have access to the content?
 - Will users be able to easily locate relevant content?

Table 1 below shows some examples of workspace structures.

Workspace Structure Category	Description
Intranet	Workspaces structured by themes of information.
Extranet	One workspace per client or market.
Personal	One workspace per person.
Project	One workspace per project.



Table 1

Step 2: Determine the setup for each workspace

Once the workspace structure is agreed, focus on six key things for each workspace:

1. Workspace Overview. This allows the user immediately understand the workspace and can include images, descriptions and links.
2. Functions (tabs) to make available. The most frequently used functions are Overview, Files, Tasks and People.
3. Folder structure (within the Files tab).
4. Teams.
5. Permissions (applies to the Files feature only).
6. Workspace Managers.

Teams and Permissions in More Detail

	Teams are defined at workspace level. In a given workspace, a user must be a member of at least one team.
	Permissions are applied on a team-by-team basis to the folder structure within the Files tab in Huddle.

There are three different permissions settings which can be applied to folders:

1. Read-write
2. Read only
3. No access

It's possible to set one permission setting per team per folder. The default setting for new teams can also be specified.

- It's best to keep the permission setup as simple as possible by relying mainly on the workspace structure to connect the right people with the right content.
- Bear in mind that permissions don't affect tasks, meetings, discussions or whiteboards.
- The structure should promote team collaboration and so encourage users not to use the folder permissions.
- Avoid creating silo workspaces in which the same document needs to exist across multiple workspaces.