SharePoint setup bundle

Introduction

Production environment setup.
Good basis for further development. Composed from experience.

The process: The client should assign one or two SharePoint "champions".
Prospero will then walk the SharePoint champion(s) through the setup with online meetings.
Prospero does not need access to the client tenant

The champions will then be able to continue management of SharePoint, with or without Prospero support

Individual and group work

Individual organisations may book these setup bundles to focus on them.

Or for a discount, learn and develop in a **group of up to 4 organisations**.
With this setup, there is still focused time with your organisation, in which we can work with your environment in private.

Bundle sections are:

Core	
Your why	Prospero listen to your objectives
Home site	Landing location for everyone
Discussion on sites planning	
Global Navigation	
Organisation profile custom theme	
Company branded sign-in	Bring a logo
Playgrounds	Playgrounds are for training
About document libraries	
Managed metadata	
Audit	Prospero list of checks
Training	About 8 subjects
Follow-up	A week later. Any questions

Comms	
News site(s) setup	
Page design	
News publishing	
Organisation Assets **- Images** **- Custom Office Templates**	
Related training	

Guideline price

The below is a guideline price setup in January 2025.

Section	1-30 employees	Group 2-4 organisations	> 30 employees Or special situations
Nonprofit			
Core	£600 + VAT	£500 + VAT	Please request quote
Comms	£400 + VAT	£300 + VAT	
Commercial			
Core	£800 + VAT	£600 + VAT	Please request quote
Comms	£500 + VAT	£400 + VAT	

Actual price subject to quote.

Booking

Please use the contact form on the website Contact

Or email: steve@prosperosoftware.co.uk

Next steps

- Pick projects to walk through. Start anywhere.
- Training
- Support contract

Optional next step items

Please request. This would have additional cost on time and materials.
Or this could be in subsequent work.

Appendix

Optional setup session

Tips and tricks session	As needed – included
Browser setup (Edge)	Recommendations from experience

Version control

Related product	M365-SPO-SETUP
Content Code	SL-M365-SPO-SETUP

Date	Notes
06-Jan-2025	Initial version