

# Collaboration in Microsoft Office SharePoint Server 2007

Applies to: [Microsoft Office SharePoint Server 2007](#)

Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes. Office SharePoint Server is an important part of the overall Microsoft collaboration vision and integrates with other collaborative products to offer a comprehensive infrastructure for working with others.

## Improve team productivity

High performing teams are a key to better business results.

- Give users the ability to create and control their own collaborative workspaces. Make it easy for teams to adapt workspaces to the needs of the project.

- Manage projects more efficiently with the project task list template. Visualize task relationships and project status with automated Gantt charts.

- Coordinate teamwork with shared calendars, alerts and notifications. Connect team calendars to the desktop with Microsoft Office Outlook® 2007.

- Communicate with team members in context using presence and instant messaging.

- Make it easy to include and work with team members from outside the organization.

## Author, review, and publish documents

Improvements in key document-centric processes produce better content in less time.

- Use document workspaces to streamline the document creation process.

- Enable disconnected participation with offline support.

- Manage the document lifecycle with integrated Enterprise Content Management (ECM) capabilities.

## Streamline people-driven business processes

Improved communication and coordination in people-driven processes means more rigorous execution in traditionally hard-to-reach parts of the business.

Deploy standard site templates to improve common people driven processes like issue tracking.

Drive out process variation with workflow.

Create collaborative applications using integrated application development capabilities.

## **Create, capture, and share community knowledge**

Sharing best practices in expert communities drives awareness and adoption of business process innovation.

Broadcast information with blogs and Really Simple Syndication (RSS).

Capture community knowledge with wikis.

Encourage dialogue with surveys and discussions.