

# SharePoint setup bundle

## Introduction

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

## Bundle includes:

Name	Description
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	
News site(s) setup	
Managed metadata	
Audit	Prospero list of checks
Training	About 8 subjects
Follow-up	A week later. Any questions

## Guideline price

The below is a guideline price setup in January 2025.  
Actual price subject to quote.

<b>Client size</b>	1-30 employees
<b>Nonprofit</b>	£500 + VAT
<b>Standard</b>	£600 + VAT
<b>Client size</b>	> 30 employees
<b>Please request quote</b>	

## 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.

Name	Description
<b>Browser setup (Edge)</b>	Recommendations from experience
<b>Organisation Assets</b> - Images - Custom Office Templates	
<b>Page design</b>	
<b>News publishing</b>	

## Version control

<b>Related product</b>	M365-SPO-SETUP
<b>Content Code</b>	SL-M365-SPO-SETUP

<b>Date</b>	<b>Notes</b>
<b>06-Jan-2025</b>	Initial version