

## **Handover notes, SharePoint Developer**

The position handles the following key functions:

- Development of workflows, sites, custom web parts, and customization of SharePoint sites
- Creation of site layout/user interface from provided design concepts by using standard HTML/CSS practices.
- Placement and layout of web site pages given client provided content.
- Development of robust and user-friendly .NET-based web applications and web services.
- Design and creation of relational database schemas.
- SQL Server T-SQL development.
- Application/Framework design as needed.
- Specifications/Requirements gathering as needed.
- Routine daily maintenance of existing sites and applications.
- Assist in gathering requirements and project specifications
- Attend project kickoff meetings with clients.
- Take ownership of daily project needs and communications.
- Communicate project status and deliverables with managers and clients.
- Design, create and program SQL Server databases per project needs.
- ASP.Net (C#) development per project needs.
- Manage project tasks, timelines, and communication.
- Other tasks as needed for successful project completion.