Arabian Institute For Training

SharePoint Implementation Best Practices

INTRODUCTION

- SharePoint is one Microsoft's most successful business software! SharePoint provides a secure way to do implement intranets, extranets, content management, document management, personal cloud, archiving, records management, enterprise social networking, enterprise search, business intelligence and workflow management.
- As SharePoint and now Office 365, the SharePoint cloud service is being selected, implemented for kinds of businesses around the world, training for strategy, design, implementation, best practices is essential to make the most of SharePoint. A well implemented SharePoint solution will make all kinds of businesses and organisations more efficient and well organised and deliver more business benefits and cost savings.
- Designing and delivering a SharePoint solution requires an effective strategy, architecture, design, policy and procedures, information architecture and best practice implementation and support.
- Delivering product and technical training on SharePoint is one part of the training, but a successful implementation requires a strategy and structure for how to share and manage different content, documents, information and records. This training course covers global best practices for implementing SharePoint and complementary solutions.

Participants will develop the following competencies:

- Understand the core capabilities of SharePoint
- Understand how to create a SharePoint management strategy, design and information architecture
- Develop key strategies for delivering a successful implementation
- Learn SharePoint functions and functionality for sharing and managing content and records
- Learn about Office 365, cloud computing and Software as a Service (SAAS)
- Create information architectures, taxonomies, folksonomies and metadata plans
- Create records management business tools like electronic file plan, retention and disposal rules, security rules, archiving, confidentiality and privacy
- Link document and records management systems and implement across your organisation
- Planning content types, classification, search, workflow and communities
- Planning the SharePoint architecture, site provisioning, governance, administration and maintenance
- Best practices for assessing, transitioning and implementing SharePoint for managing content and records
- Explore the implications of an Enterprise Content Management (ECM) strategy in conjunction with SharePoint and Records Management

PROGRAMME OBJECTIVES

This SharePoint Implementation Best Practices training course aims to enable participants to achieve the following objectives:

- Understand the core capabilities of SharePoint
- Understand how to create a SharePoint management strategy, design and information architecture
- Learn about intranets, extranets, content management, document management, personal cloud, archiving, records management, enterprise social networking, enterprise search, business intelligence and workflow management and strategies for improving organisational efficiency
- Develop key strategies for delivering a successful implementation
- Learn about Office 365, Cloud Computing and Software as a Service (SAAS)
- To understand SharePoint polices, procedures, standards including document and records management standards
- Learn SharePoint functions and functionality for sharing and managing content and records
- Create records management business tools like electronic file plan, retention and disposal rules, security rules, archiving, confidentiality and privacy
- Link document and records management systems and implement across your organisation
- Planning content types, classification, search, workflow and communities
- Planning the SharePoint architecture, site provisioning, governance, administration and maintenance
- Best practices for assessing, transitioning and implementing SharePoint for managing content and records
- Explore the implications of an Enterprise Content Management (ECM) strategy in conjunction with SharePoint and Records Management
- Understand how to integrate SharePoint and migrate content into SharePoint and out to other information systems
- Using metadata, business classification scheme, taxonomy and setting retention plans
- Learn how to implement legislation, standards and regulation
- Create advanced polices and procedures
- Learn advanced concepts for managing information and records, such workflow, file plan, archiving, auditing, compliance and version control

WHO SHOULD ATTEND?

- Professionals and leaders who wish to learn more about intranets, extranets, content management, document management, personal cloud, archiving, records management, enterprise social networking, enterprise search, business intelligence and workflow management and strategies for improving organisational efficiency
- Personnel moving into leadership roles to embrace better controls for managing content, intranets and business intelligence
- Suppliers, Solution Providers and Vendors
- Executives
- Users of Document and Records Management
- Personnel seeking to enhance their skills
- IT Management
- Technical Staff
- Management Executives
- Project Managers
- IT Team Leaders
- Business Analysts
- Document Controllers
- Technical Staff
- Implementation teams – IT and business
- IT Champion Users

TRAINING METHODOLOGY

- This SharePoint Implementation Best Practices training course covers essential skills such as communicating persuasively and with impact, confidence to handle challenging situations and flexibility to adapt and being clear about who you are and who you want to be. This allows you to develop deeper relationships with those around you. This is crucial towards inspiring team members to achieve organizational goals and influencing individuals to support the team direction.

PROGRAMME SUMMARY

- This SharePoint Implementation Best Practices training course covers all the essential skills and advanced concepts for managing SharePoint in accordance with international best practice implementations and standards. This training course covers intranets, extranets, content management, document management, personal cloud, archiving, records management, enterprise social networking, enterprise search, business intelligence and workflow management and strategies for improving organisational efficiency.
- There will be discussions on the strategy, policy, design and implementation of SharePoint as well as applying all the key concepts. It will concentrate on the skills required to effectively deploy and maximise the benefit of SharePoint as well as manage the information architecture, policy and outcomes and deliver business benefits. All participants will return to their organizations with a detailed and advanced understanding and have developed action plans to implement SharePoint to address implementation best practice, set up security, auditing and compliance successfully in their organisations.

PROGRAM OUTLINE

Strategy

- Introduce SharePoint
- How SharePoint works
- Business Drivers
- Description of Office 365 and SharePoint differences

Concepts

- Enterprise Content Management (ECM)
- Information Architecture
- Taxonomy and Folksonomy
- Site Collaborations

IT Process

- Office 365, Cloud Computing and SAAS
- Lists, Items and Columns
- Content Types
- Metadata Management and Tags
- Document Libraries, Document Sets and Folders
- Web Parts and Pages
- Forms
- Navigation
- Communities, Sites, Team Sites, My Sites
- Site Templates
- Servers and Farms

Implementation Planning

- Implementation Planning
- Creating Policies and Procedures
- Classification and File Plan
- Search and FAST
- Report Management
- SharePoint and Microsoft Office Integration
- Digital Asset Management (DAM)
- Document and Records Management
- Email Management

Case Studies

- Introduction to case studies
- Group 1 – Strategy
- Group 2 – Concepts
- Group 3 – Process
- Presentations
- Evaluation and Discussion

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