SharePoint Implementation Best Practices - From Design to Integration Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-12-22

End Date: 2026-12-26

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: SAAC

Course Code: SAAC-7

Syllabus

Course Syllabus

Introduction

As SharePoint 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 programme covers global best practices for implementing

- Develop key strategies for delivering a successful implementation
- Learn SharePoint 2010 functions and functionality for sharing and managing content and records
- 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 2010 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

Objectives

- Understand the core capabilities of SharePoint 2007 and 2010
- Understand how to create a SharePoint management strategy, design and information architecture
- Develop key strategies for delivering a successful implementation
- To understand SharePoint polices, procedures, standards including document and records management standards
- Learn SharePoint 2010 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 2010 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

Content

Day One

Strategy

Day Two

Concepts

- Enterprise Content Management
- Information Architecture
- Taxonomy and Folksonomy
- Site Collaborations
- Business Intelligence, Content Analytics, PerformancePoint and Dashboards
- Enterprise search
- Communities and Workspaces

Day Three

IT Process

- 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

Day Four

Implementation Planning

- Implementation planning
- Creating polices 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

Day Five

Case Studies

- Introduction to case studies
- Group 1 – Strategy
- Group 2 – Concepts