SharePoint Best Practices & Implementation

Duration: 5 Days

Language: en

Course Code: PI1-110

Objective

Upon completion of this course, participants will be able to:

- Understand the capabilities of SharePoint.
- Discover best practices when designing a SharePoint management solution.
- Create a strategic structure for the transitioning of services.
- Develop a full understanding of all the services that SharePoint can offer.
- Learn how Office 365 and cloud computing can help to boost your productivity.
- Develop a useful record management tool to maintain processes and procedures.
- Understand how SharePoint can help with auditing procedures.
- Explore Enterprise Content Management in conjunction with SharePoint strategies.
- Integrate SharePoint with current systems and technologies to make the most of your company structure.
- Develop forward-thinking frameworks for business development relying on SharePoint cloud service features.
- Understand legislation, security, and regulation standards around SharePoint accessibility.

Audience

This course is designed for anyone wishing to learn more about cloud-based solutions or document storage systems and implementation. It would be most beneficial for:

- Operations Managers
- Business Owners
- Managing Directors
- Project Planners
- Change & Control Managers
- IT Team Leaders
- Business Analysts
- Document Controllers
- Auditors
- Supervisors

Training Methodology

This course uses various adult learning methods to aid understanding and comprehension. The course consists of video presentations to share best practices with real-world examples, group exercises, and seminar discussions regarding best implementation procedures. The course will allow participants to create a framework for intranet services and document storage which works for their business and an implementation plan to take away realistic timeframes for change.

Summary

SharePoint is one of Microsoft's most successful software packages to date. It allows businesses to create insightful intranet sites, document storage facilities, and shared learning spaces to assist with productivity and quality in the workplace.
With more businesses now offering working-from-home solutions to employees, it's essential to provide a place where remote staff can access valuable documents, learning resources, and social networking platforms to stay connected and updated on changes.

SharePoint and Office 365 cloud services are now being implemented into offices and other digital business strategies worldwide. For this reason, getting ahead of the game is a good idea to help you keep accurate records, liaise with potential stakeholders and clients, and create an efficient and effective business strategy that can work from any location. Implementing SharePoint into a business can take time and will need a foolproof strategy and structure to share content, train and develop, transfer all documentation, and ensure that all information is available across your company to increase productivity and maintain a successful working environment.

Course Content & Outline

Section 1: Introducing SharePoint

- The success of SharePoint.
- Remote working solutions and requirements.
- Mitigating the largest remote working issues.
- How Sharepoint works.
- The benefits to your business.
- Office 365 and SharePoint differences and working together.
- Reaching out to stakeholders and partners using SharePoint.

Section 2: SharePoint Concepts

- Enterprise Content Management (ECM).
- Your information architecture.
- Designing a structure that works for you.
- Social networking via SharePoint.
- Taxonomy and Folksonomy.
- Training and development collaboration.
- Content analytics and safe storage.
- Performance management and dashboard backup.

Section 3: IT Process Change Management

- Office 365, Cloud computing, and SAAS.
- How to develop a sensible structure through itemised lists and shared folders.
- Content types and document hierarchy.
- Folder organisation and document libraries.
- Web forms and sharing information.
- SharePoint navigation and training.

- Templates, intranets and community development/
- Servers and Farms.

Section 4: Implementation & Realistic Timeframes

- Planning your rollout.
- Implementation of policies and procedures.
- Developing an effective file plan.
- Search and FAST.
- Reporting and record management.
- Microsoft Office Integration.
- Digital Asset Management (DAM).
- Email management.

Section 5: Risk Management & Recovery Strategies

- Document management structure and security.
- Your auditing processes.
- Access points and how to protect your data remotely.
- Assessing risk areas.
- Implementing security protocol and recovery mechanisms.
- Granting hierarchical access.

Section 6: Review & Revisit for Continuous Improvement

- SharePoint structure assessment and change requirements.
- Developing an easy document retrieval structure.
- Feedback from employees and stakeholders.
- Reworking folder management.
- Sharing best practice change models.
- Review and revisit to aid continuous improvement.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Administration & Secretarial, IT & Computer Application, Technology

Tags

Risk management, SharePoint, models, Digital Asset Management, DAM

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