

Online or 2 day SharePoint Practitioner Course

- Learn global best practices for sharing and managing information on the SharePoint platform

Introduction

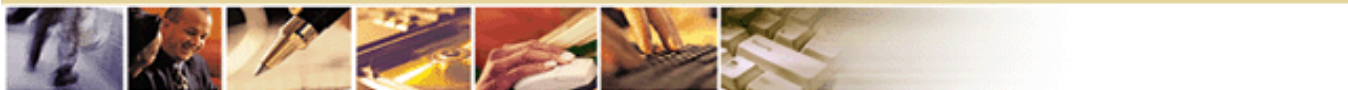
SharePoint has become one of Microsoft's fastest selling products of all time, but a successful implementation requires a strategy and structure for how to share and manage information. Microsoft provides technical training on SharePoint, and AIIM provides you with an excellent understanding of global best practices for implementing and managing SharePoint. Get the real story about what's possible with SharePoint 2007 and 2010, and learn about solutions that complement SharePoint.

The **SharePoint Practitioner** course covers concepts and technologies for SharePoint, and is available as an online or 2-day classroom training course leading to a Practitioner designation. The online course consists of 13 online modules, and each module is approximately 45 minutes. Classes are available in several large cities, or as on-demand in-house courses. The primary focus of this training is on 2010 capabilities, touching on 2007 or earlier capabilities as needed.

Course Development

The course objectives and content is defined and reviewed by AIIM Education Advisory Groups in the US and Europe, representing AIIM's more than 65,000 associate and professional members. These Education Advisory Groups have the following members:

Accenture	Hyland Software
Albistur Consulting	IBM
Barclays Capital	Inforesight Limited
Bill and Vieve Gore School of Business, Westminster College	JPMorgan Chase
BP	Kodak
Chevron Phillips Chemical Company	Kofax
CIA	Marion County Health Dept.
Crown Partners	Objective Corporation
Doculabs	Oracle
Fujitsu	Ordina
Gambro	Ricoh
Gartner	Royal Mail Group
Gimmel Group	Shell
GlaxoSmithKline	Sunoco
Harris Corporation	The National Archives of United Kingdom
Hartman Communicatie	The South Financial Group
Health First	US Courts
Hewlett-Packard	US Department of Treasury
	ZyLAB

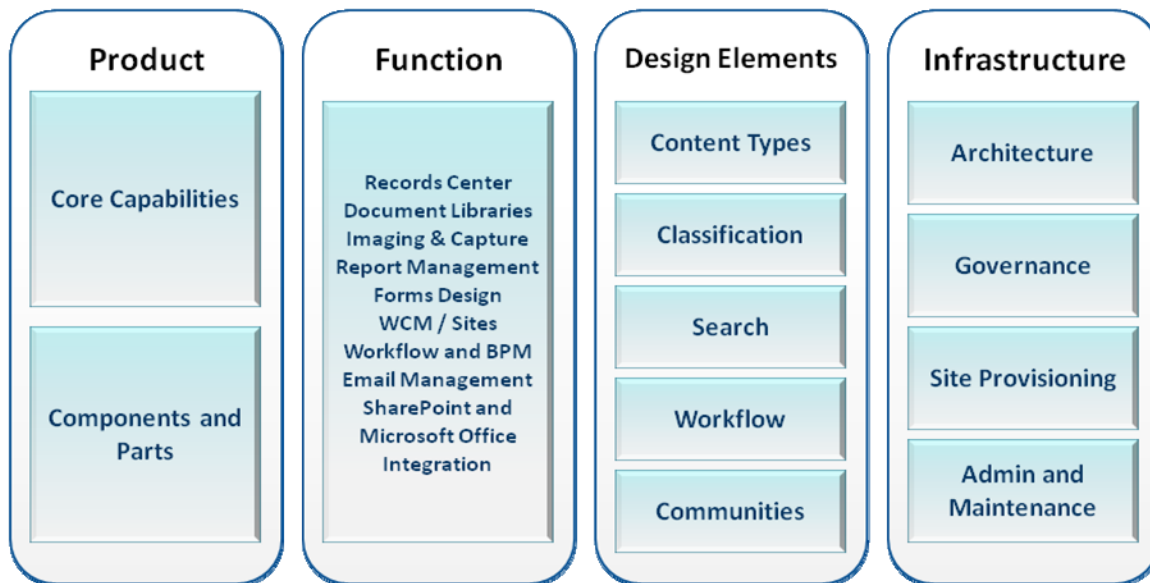


AIIM is an industry association that provides education, research, and best practices to help organizations find, control, and optimize their information. For over 60 years, AIIM has been the leading non-profit organization focused on helping users to understand the challenges associated with managing documents, content, records, and business processes.

The course materials were developed in partnership with Gimmel based on requirements and best practices defined by the above companies.

Course Structure

The SharePoint Practitioner course covers concepts and technologies for SharePoint. The primary focus of this training is on 2010 capabilities, touching on 2007 or earlier capabilities as needed.



Learning Objectives

Below is an overview of learning objectives covered in the Practitioner course:

Module: S P-1 – Introduction

Participants should be able to:

- Objective 1 – Understand the purpose and nature of this course
- Objective 2 – Navigate through the AIIM SharePoint Certificate course
- Objective 3 - Understand the balance between flexibility provided by SharePoint technologies and control that comes from good planning and governance

Topics:

- What is the SharePoint Certificate program about
- How to navigate the course
- How SharePoint works conceptually
- History of SharePoint, From web content to content management

- Business Drivers
- Migration paths
- Description of the key SharePoint 2007 and 2010 differences
- Balance flexibility with control

Module: S P-2 - SharePoint Core Capabilities

Participants should be able to:

Objective 1 – Explain the high-level capabilities and benefits of core technologies

Objective 2 – Understand the way SharePoint interprets and applies these concepts

Objective 3 – Select an appropriate technology to meet a business need

Objective 4 – Identify functions that are not appropriate to implement in SharePoint (SharePoint is and SharePoint is NOT)

Topics:

- Content: Enterprise Content Management
- Sites: Collaboration
- Composites / Mashups – External Data
- Business Intelligence / Content Analytics / PerformancePoint / Dashboards
- Search
- Communities: Workspace
- SharePoint Object Model

Module: S P-3 - SharePoint Components and Parts

Participants should be able to:

Objective 1 – Explain the components and elements that require specific attention used in implementing SharePoint sites

Objective 2 – Select web site template based on business need

Objective 3 – Identify functions that are not appropriate to implement in SharePoint

Topics:

- Lists
- Items
- Columns
- Content Types
- Libraries
- Folders
- Document Sets
- Master pages
- Web part pages
- Web parts
- Silverlight Support
- Ribbons
- Forms

- Navigation
- Sites
- My Site
- Team Site
- Site Templates
- Web Site
- Site Collections
- Web Site
- Web Application
- Servers
- Farms

Module: S P-4 - SharePoint Functional Elements

Participants should be able to:

Objective 1 – Explain key high-level capabilities and benefits of complementary technologies

Objective 2 – Select an appropriate technology to meet a business need

Objective 3 – Identify functions that are not appropriate to implement in SharePoint

Topics:

- Document Libraries
- SharePoint and Microsoft Office Integration
- Digital Asset Management
- Imaging and Capture
- WCM / Sites
- Report Management
- Forms Design and Automation
- Workflow and BPM
- Records Center
- Record/Content Type
- Email Management

Module: S P-5 - Content Types and Metadata

Participants should be able to:

Objective 1 – Identify and define a content type to help capture content

Objective 2 – Understand the purpose and value of a content type and set of metadata fields

Objective 3 – Evaluate the value of using the Content Type Hub

Topics:

- Content Type Basics
- Content type hierarchies and inheritance
- How to use content types as templates
- What are metadata and tags
- Metadata and the Content Type Hub

- Content Type Hub

Module: S P-6 - Classification

Participants should be able to:

- Objective 1 – Identify different classification approaches and their application in SharePoint
- Objective 2 – Explain the purpose of and requirement for a retention schedule when developing a SharePoint environment
- Objective 3 – Explain how metadata values can be populated and leveraged

Topics:

- File Plans / Retention Schedules
- Security, Compliance, Taxonomy
- Look and Feel / Navigation
- Managed Metadata
- Controlled Vocabularies / Thesaurus
- Social Tagging / Folksonomies
- Limitations and challenges

Module: S P-7 – Searching and Finding

Participants should be able to:

- Objective 1 – Distinguish between finding and searching
- Objective 2 – Identify the requirements for searching and finding
- Objective 3 – Select appropriate tools to build search applications

Topics:

- Defining search scenarios
- Federated Search
- Search strings
- Search overview FAST
- Basic search techniques
- Presentation and interfaces
- Findability and security

Module: S P-8 – Workflow

Participants should be able to:

- Objective 1 – Understand and appropriately apply workflow to specific scenarios
- Objective 2 – Articulate the benefits, values and challenges in automating business processes
- Objective 3 – Be able to select the appropriate tools for the level of workflow automation required

Topics:

- Workflows terms

- Tools
- Related tools (signatures, forms, metadata)
- Routing and status
- Human versus Technical perspective
- Cross-site cross-platform capabilities

Module: S P-9 - Communities / Enterprise 2.0

Participants should be able to:

- Objective 1 – Select the appropriate tool to support different types of communities
- Objective 2 – Communicate the risks and issues for enterprise compliance from communities
- Objective 3 – Select appropriate levels of synchronization depending on the environment

Topics:

- Rating, Enterprise Wikis, Blogs, are not handled the same as documents
- Alerts, newsfeeds
- Team sites
- Virtual Networking
- Offline Synchronous/asynchronous

Module: S P-10 - Architecture and ECRM

Participants should be able to:

- Objective 1 - Understand the relationship between information management and storage, network and infrastructure
- Objective 2 - Recognize the scope that an architecture effort will involve
- Objective 3 - Discuss the risks and benefits from storage of SharePoint content in a database, externally or in the cloud

Topics:

- Farms
- Remote and External Blob Storage
- Scalability and High Availability
- Storage planning and long term archival requirements
- SharePoint and the Cloud
- ECRM Standards

Module: S P-11 - Administrative Governance

Participants should be able to:

- Objective 1 – Assign responsibilities for different levels of administration and governance
- Objective 2 – Identify the governance purpose and function of SharePoint administrative tools
- Objective 3 – Configure appropriate lifecycle variables given a specific governance environment
- Objective 4 – Determine an appropriate security module governance for SharePoint in different environments

Topics:

- Governance approaches and challenges
- Administrative governance
- Content, classification, function, development, security
- Configuration and delegation
- Farm, collection, site, library, content type governance
- Information lifecycles and content governance
- Supporting capabilities

Module: S P-12 - Site Provisioning Practices and Standards

Participants should be able to:

Objective 1 – Identify tasks necessary to ensure new sites meet internal controls and specifications

Objective 2 – Design a provisioning plan

Objective 3 – Determine appropriate interaction and relationship between SharePoint sites and network shares

Topics:

- Automated Site Provisioning
- Capture methods and approaches
- Content Migration
- User Adoption
- Related Processes and Practices

Module: S P-13 – Administration and Maintenance

Participants should be able to:

Objective 1 – Identify the different areas within SharePoint requiring administrative activities

Objective 2 – Evaluate specific evaluation tools and their benefits

Objective 3 – Establish a maintenance schedule

Topics:

- Server roles
- Topologies
- Capacity planning
- Authentication
- Central administration
- Power shell
- Monitoring health and performance
- Timer jobs
- Optimization techniques
- Disaster recovery
- Database maintenance

- Patches and upgrades

Course Designation

You will be awarded the AIIM SharePoint Practitioner (SharePoint^P) designation after passing the online exam. This is an AIIM standard for industry professionalism and knowledge. By earning this designation, you can call yourself an AIIM SharePoint Practitioner. You can use the associated logo and title on your business card, email signature, web page, etc. The exam is available via the internet – you have 6 months to pass the test after attending the training course.

Benefits of becoming an AIIM SharePoint Practitioner (SharePoint^P):

- Position yourself to be tomorrow's leader by enhancing your business and professional skills
- Learn global best practices for sharing and managing information
- Discover real world solutions and best practices for challenges you face
- Learn from experts in the field who are able to answer your questions, address your comments, and are willing to accept your feedback.

Who should attend the Practitioner course?

The course is designed for IT staff, Business Managers, Compliance Officers, Risk Managers, Records Management Professionals, as well as for solution integrators and providers, sales consultants, project managers, and technical staff.

Summary

Alternative 1:

Online training available 24-7 for 6 months:

- 24-7 access to 13 Online Training Modules, each approx 45 minutes long, for 6 months
- Includes 3 opportunities to take and pass the AIIM SharePoint Practitioner online exam
- Includes English language delivery and all training materials

Alternative 2:

Classroom training with supporting online course modules:

- SharePoint Practitioner Class, 2-days, 9:00 AM – 5:00 PM with a maximum of 20 attendees
- Includes access to supporting web modules
- Includes 3 opportunities to take and pass the AIIM SharePoint Practitioner online exam
- Includes English language delivery and all training materials

Go to www.aiim.org/training to learn of public courses being held in your area and their dates, and please contact training@aiim.org if you have any questions.

Course structure, objectives and topics are subject to change without notification.

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