Training Course:
PLANNING AND ADMINISTER SHAREPOINT

10 - 14 February 2025
London (UK)
Landmark Office Space - Oxford Street

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Training Course code: IT235175 From: 10 - 14 February 2025 Venue: London (UK) - Landmark Office Space - Oxford Street Training Course Fees: 6000   Euro

Introduction

SharePoint is a powerful platform for collaboration, document management, and information sharing within organizations. Whether you're a newcomer or an experienced IT professional, understanding how to plan and administer SharePoint effectively is essential for harnessing its full potential. This 5-day training program is designed to equip you with the knowledge and skills necessary to successfully plan, set up, and manage SharePoint environments.

Objectives

By the end of this training program, participants will be able to:

- Understand the core concepts of SharePoint, including its architecture and editions.
- Plan and design SharePoint environments, considering organizational needs.
- Create and customize SharePoint sites, libraries, and lists to support collaboration and content management.
- Administer SharePoint, including user and group management, permissions, and site settings.
- Customize SharePoint with web parts, workflows, and branding.
- Implement best practices for SharePoint content management and organization.
- Perform maintenance tasks, such as backup, monitoring, and troubleshooting.
- Develop strategies for disaster recovery and performance optimization in SharePoint environments.

Target Audience

This training program is ideal for:

- IT professionals and administrators who are responsible for SharePoint deployment and management.
- Business analysts and project managers involved in SharePoint projects.
- SharePoint site owners and power users looking to enhance their skills.
- Anyone interested in gaining a comprehensive understanding of SharePoint planning and administration.

Training Program Outline

Day 1: Introduction to SharePoint

- Overview of SharePoint
- SharePoint editions and licensing
- Setting up a SharePoint development environment
- Navigating the SharePoint user interface
- Creating and customizing SharePoint sites

Day 2: SharePoint Architecture and Planning

- SharePoint architecture overview
- On-premises vs. SharePoint Online
- Planning considerations for SharePoint deployment
- Designing information architecture
- Creating site collections and sites
- Setting up permissions and security

Day 3: SharePoint Content Management

- Document libraries and lists
- Versioning and content approval
- Metadata and content types
- Document management best practices
- Managing and organizing content with libraries and lists
- Content migration strategies

Day 4: SharePoint Administration and Customization

- User and group management
- SharePoint administration tasks
- Configuring site settings
- Customizing SharePoint with web parts
- Creating custom workflows
- Branding and theming SharePoint sites

Day 5: SharePoint Maintenance and Troubleshooting

- Backup and restore strategies.
- Monitoring SharePoint health
- Patching and updates
- Troubleshooting common issues
- Performance optimization
- Disaster recovery planning

Registration form on the Training Course:
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