

Course Specifications

Architecting Documents and Records Management Solutions with Microsoft Office SharePoint Server 2007

Course number: 50050A

Course length: 2 days

Registration:

Micro Market Business Centre
700 Progress Avenue
Kingston, Ontario, K7M 4W9

Toll Free: 1-877-996-6622
Local: (613) 634-8125 ext. 4
Fax: (613) 634-8130
Email: training@micromarket.on.ca

Register online:
www.micromarket.on.ca

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Architecting Documents and Records Management Solutions with Microsoft Office SharePoint Server 2007

Introduction

Elements of this syllabus are subject to change.

This two-day instructor-led course provides students with the knowledge and skills to design and architect document and records management solutions based on Microsoft Office SharePoint Server 2007.

Audience

This course is intended for experienced technical and solution architects who have a minimum of four years' experience with SharePoint Technologies.

At Course Completion

After completing this course, students will be able to:

- Describe a typical document and records management solution and explain how one can be implemented with SharePoint technologies.
- Architect a document and records management solution based on SharePoint technologies.
- Plan for capacity of a document and records management solution.
- Performance tune and optimize document and records management solutions.
- Develop custom document and records management solutions.

Prerequisites

Before attending this course, students must have:

- At least two years working with SharePoint Products and Technologies in any of the following roles:
 - Solution Architect
 - Technical Architect
- At least two years' practical experience as a lead developer (or provided architectural guidance to lead developers) in development projects for SharePoint Products and Technologies.
- Technical expertise in Microsoft Office SharePoint Server 2007.
- At least six months combined experience as a technical and solution architect for Microsoft Office SharePoint Server 2007 projects.

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- Led consulting engagements that are focused on the search technologies of Microsoft Office SharePoint Server 2007.
- Experience gathering and analyzing customer requirements.
- Completed course 5060A: Implementing Windows SharePoint Services 3.0
- Completed course 5061A: Implementing Microsoft Office SharePoint Server 2007

Course Outline

Module 1: Document and Records Management Architecture

This module explains the document and records management features of Microsoft Office SharePoint Server 2007.

Lessons

- Document and Records Management Overview
- Document and Records Management Physical Architecture

Lab 1: Using Document and Records Management Features

- Exercise 1: Using Document Management Features
- Exercise 2: Using Record Management Features

After completing this module, students will be able to:

- Describe document and records management solutions and the reasons for using them.
- Describe the physical architecture of a document and records management solution.

Module 2: Architecting a Document and Records Management Solution

This module describes how to create an architectural proposal for a document and records management solution based on the requirements of all stakeholders.

Lessons

- Architectural Patterns for Document Management
- Documents Management Logical Architecture
- Records Management Logical Architecture

Lab 2: Architecting a Document and Records Management Solution

- Exercise 1: Investigating Requirements for Document Management
- Exercise 2: Investigating Requirements for Records Management
- Exercise 3: Architecting Your Solution

After completing this module, students will be able to:

- Describe document and records management and the features they include.
- Describe how to create a document management logical architecture that supports functional and non-functional requirements.
- Describe how to create a records management logical architecture that supports

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functional and non-functional requirements.

Module 3: Capacity Planning for Document and Records Management Solutions

This module describes how to plan for content storage and test a server farm for capacity.

Lessons

- Planning Enterprise Content Storage
- Testing a Server Farm for Capacity

Lab 3: Testing a Server for Capacity

- Exercise 1: Constructing a MOSSDW configuration file
- Exercise 2: Populating a Server Farm using MOSSDW

After completing this module, students will be able to:

- Describe how to plan for document and records management storage capacity.
- Test a server farm for capacity.
- Present targeted business intelligence data to portal users.

Module 4: Performance Tuning and Optimization for Document and Records Management Solutions

This module describes how to tune and optimize a server farm for document and records management.

Lessons

- Identifying Performance Bottlenecks in ECM Solutions
- Optimizing Search for Document and Records Management

Lab 4: Analyzing Server Load Results

- Exercise 1: Diagnosing Bottlenecks from Performance Data
- Exercise 2: Increasing the Performance of Your Farm

After completing this module, students will be able to:

- Diagnose performance bottlenecks in document and records management solutions.
- Tune a server farm to deliver optimum performance.

Module 5: Extending Document and Records Management Functionality

This module describes how to extend functionality of document and records management by using workflows and other custom options.

Lessons

- Using Workflows to Add Functionality
- Developing ECM Solutions

Lab 5: Developing a Document Management Solution

- Exercise 1: Developing Custom Workflows

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- Exercise 2: Testing the Custom Workflows

After completing this module, students will be able to:

- Describe how workflows can enhance document and records management solutions.
- Describe other custom features that can enhance document and records management solutions.

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