

## SharePoint 2010 Boot Camp

Length: 3 Days

### COURSE CONTENT

#### SHAREPOINT SERVER 2010 PLATFORM ARCHITECTURE AND DESIGN

Understand SharePoint Server 2010 platform architecture from the Operating System to Application Layers.

- SharePoint 2010 Architecture overview
- SharePoint Foundation architecture
- SharePoint Administration architecture
- SharePoint Configuration architecture

#### INSTALL AND CONFIGURE ENTERPRISE SHAREPOINT SERVER 2010 FARM

Learn How to Setup, Install and Configure SharePoint Server 2010 enterprise 3-Tier server farm following the best practices. Understand How SharePoint Server 2010 deployment is useful for organizations that want to minimize server, network and storage administrative overhead, but need the scalability of a 3-tier topology and the flexibility of future scalability options.

#### ENTERPRISE SHAREPOINT SERVER 2010 CENTRAL ADMINISTRATION

SharePoint 2010 has a streamlined Ribbon UI interface that makes management easy and intuitive

- Application Management: Manage site collections, web applications, content databases, and the new service applications
- System Settings: Manage servers, features, solutions, and farm-wide settings

- Monitoring: Track, view and report the health and status of your SharePoint farms
- Backup and Restore: Performs backup or restores
- Security: Manage settings for users, policy, and global security
- Upgrade and Migration: Upgrade SharePoint, add licenses, enable Enterprise Features
- General Application Settings: Anything that doesn't fit into one of the other sections
- Configuration Wizards: These are nice wizards to help setup or modify the farm
- Service Applications Management
- Remote BLOB Storage
- Unified Logging Service, Logging Database, Best Practice Analyzer, Usage Reporting
- SharePoint 2010 Webparts
- Work with some of the 300 cmdlets to help you administer SharePoint farm via PowerShell instead of STSADM

#### SHAREPOINT 2010 INFORMATION ARCHITECTURE

One of the most fundamental design elements in a successful SharePoint Server 2010 implementation is the underlying information architecture. Information architecture provides a common, well-understood framework for the arrangement of data.

- Overview of the enterprise information architecture and topology
- Office Ribbon UI implementation
- Navigation and Search best practices for Information Architecture
- Business Process Modeling and Information Mapping

- Wire framing and Visual Design for Information Architecture
- Navigational Architecture: Work interactively with the team to experiment with, and then finalize, the site navigation.
- Site documentation: Show the site hierarchy with all libraries, lists and content types
- My Sites and Social Networking

## **6 PILLARS OF MICROSOFT SHAREPOINT SERVER 2010**

SharePoint 2010 is The Business Collaboration Platform for the Enterprise and the Web.

“Collaboration” to cover the spectrum of publishing, sharing, finding, analyzing and managing information that SharePoint enables. “Platform” not only because custom solutions are a major focus of the 2010 release but also “platform” conveyed a solid base for all the out-of-box usage that never requires a developer. Finally, “the Web” to highlight both internet scenarios reaching customers and partners.

- Sites
- Communities
- Content
- Search
- Insights
- Composites

## **SHAREPOINT 2010 CONTENT TYPES**

Architected properly and implemented efficiently following the best practices, content types will successfully fuel your SharePoint 2010 implementation for the future. Done correctly and thoughtfully, content types positively impact security, consistency, organization of data, business intelligence, where and how data surfaces, templates, workflow, information policies.

- SharePoint 2010 Content Types and Suggestions
- Configuring and Managing Content Type Hubs
- Content Type Publishing
- Content Type Timer Jobs

## **SHAREPOINT 2010 SEARCH ARCHITECTURE AND BEST PRACTICES**

- SharePoint 2010 Search Architecture
- Enterprise Search Best practices including deployment of FAST
- Protocol handlers, iFilters, content sources, crawl rules, crawl logs, search alerts, wildcard and Boolean searches
- Multiple Indexers, Index propagation, stateless crawling, crawl distribution
- Query Monitoring, Index partitioning
- Create and manage content sources
- Create and manage crawl rules
- Content Source Priority, Regular Expressions
- Remove and exclude search results
- Add and remove indexed file types
- Create and map metadata property mappings
- Create and manage search scopes, best bets and keywords
- Configure editorial search results
- Configure crawl logging and search reporting
- BDC connectivity

## **SHAREPOINT WORKFLOWS**

- Windows Workflow Foundation Overview
- SharePoint Workflow Architecture and Best Practices
- Workflow Authoring using SharePoint Designer 2010
- Workflow Authoring using Visual Studio 2010
- Managing Workflow Instances in the Farm
- No-code workflows designed in Visio 2010 and developed in SharePoint Designer 2010

## DOCUMENT MANAGEMENT

Customize and manage document libraries including adding content types, workflows, and versioning following the best practices and information architecture.

- Plan for enterprise document management
- Define and update metadata with site columns and document library columns
- Associate and Manage content types with document libraries
- Workflow administration for document management
- Concepts for planning and design for enterprise document management

## RECORDS MANAGEMENT

Plan, design and learn how to implement an enterprise level SOX compliant document and records management and document retention platform for your company Microsoft SharePoint Server 2010.

- Introduction to records management and the new AJAX based UI
- Content Organizer including Folder Partitioning, De-Duplication, Context Preservation, Rule Management
- Configure and Manage an enterprise records repository
- Submitting records to the repository, Legal Holds, Records Routing
- Electronic Discovery
- DoD 5015.2 Records Management Compliance
- In-place Records Management, Document Sets, Persistent Document IDs, Content Organizer, Compliance Details Menu Option
- Best practices for implementing a document and records management system in Microsoft SharePoint Server 2010

## WEB AUTHORING AND PUBLISHING

Web Content Management (Publishing) is a capability of SharePoint 2010 for external websites, branding, web analytics, page ratings, meta data management, video and rich media management, workflow, and deployment. Best practices for when to use SharePoint Designer and when to use Visual Studio to complete customizations.

- Web Content Management Overview
- Solutions provided by Web Content Management features of SharePoint
- Web authoring for Extranets and Internet Web Portals
- Content caching, Rich Content Editor Web Part, Content Approvals and Routing

## BUSINESS CONNECTIVITY SERVICES (BCS)

Microsoft Business Connectivity Services is a set of services and features that provide a way to connect SharePoint-based solutions to sources of external data and to define external content types based on that external data.

- Interact with (Read/Write) external data systems such as ERP, CRM and other Line of Business (LoB) applications
- Business Connectivity Services Architecture
- Business Connectivity Services Security Model
- Business Connectivity Services Web Parts
- Business Connectivity Services Integration

## DISASTER RECOVERY AND BUSINESS CONTINUITY

If SharePoint Server 2010 is a critical component in an organization's infrastructure, it is imperative to properly plan, design, implement, and maintain a data protection, recovery, and availability plan. Simply backing up and restoring via Central Administration is insufficient to fully restore data in all but the simplest implementations. Because SharePoint Server 2010 usually consists of multiple, interconnected systems and dependencies, we will focus on the planning and designing processes first, and then focus on the individual components that make up a SharePoint Server 2010 server farm. The following topics will be presented: Planning for recovery and availability, Designing for high availability, Backup and restore strategies, and Recovering from disasters.

- Recycle Bin Capabilities for Site and System Administrators
  - Recovering part or all of the system following server or other failure.
  - Reducing the risk of a disaster occurring by introducing redundancy.
-

- Testing and Validating all aspects of the disaster recovery strategy and business continuity
- Automation Scripts for SharePoint Server 2010 backup processes and best practices
- Farm backups, Site collection, web application, and list backups, restore process.

## **BUSINESS INTELLIGENCE**

- Key Performance Indicators (KPIs) and Dashboards
- PerformancePoint Services
- Visio Services
- Excel Services

## **OFFICE WEB APPLICATIONS AND SERVICES**

- SharePoint Workspace
- InfoPath Forms Services
- Word Services
- Access Services
- PowerPoint Services

## **UPGRADING AND CONFIGURING SHAREPOINT 2010**

Upgrade existing MOSS 2007 farm to SharePoint Server 2010 following the robust upgrade path Microsoft is delivering through the SharePoint Server 2010 system.

- Explore the pre-upgrade tasks, the upgrade process, and post-upgrade options for applying new look & feel and functionality
  - Troubleshooting and Analysis of most common issues.
  - Setup and Configure the upgraded SharePoint 2010 farm for maximum performance and scalability
-