

Implementation of Modern Record Management through SharePoint and Office 365

DAY 1

Records Management as a Business Enabler

- Enterprise Content Management through the Record Life Cycle
- Record Capture
 - Digital Records
 - Paper Records
- Record Retention and Disposition
- Records Management and the Cloud

DAY 2

Records and Document Management in SharePoint and Office 365

- SharePoint Online Architecture
- Configuring SharePoint
- Site Administration
- Search Settings in SharePoint

DAY 3

Office 365

- Office 365 and the Client Device
- Office 365 Supportability
- Architecture of OneDrive for Business
- Change Management in Office 365
- Data Protection in Office 365

DAY 4

Content Migration to SharePoint

- Migration Phases

- Requirements (*Discovery*)
 - Preliminary Design (*Content Inventory*)
 - Final Design
 - Test Phase
 - Go Live Phase
- Migration Scenarios

DAY 5

Managing Governance, Security, and Compliance with SharePoint

- Service Assurance with SharePoint
- Managing Permissions in SharePoint
- Designing User Experience with SharePoint
- Select and Configure Information Protection Tools with SharePoint
- eDiscovery Requests Compliance in SharePoint
- GDPR and other Audit Tools for SharePoint