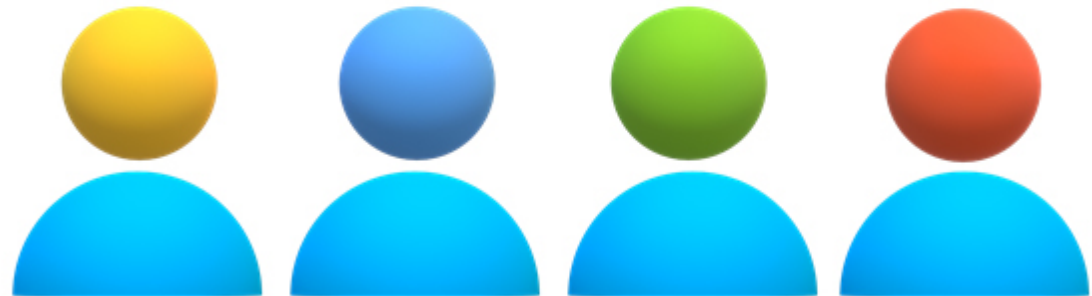
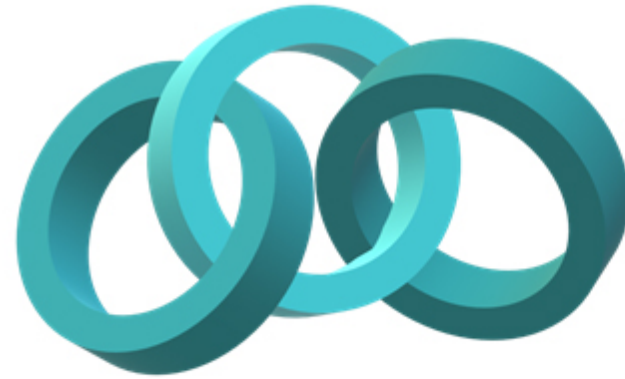


SharePoint Governance Course for Best Practices

Your learning needs are at
the heart of what we do.



By FourSquare Training



Sharepoint Governance for Best Practices Course Topics & Outline

Lesson 1 - Introduction to SharePoint Governance

1. The Need for Governance
2. Definition of SharePoint Governance

Lesson 2 - SharePoint Fundamentals

3. SharePoint Editions
4. Review of Basic SharePoint Elements
5. Building a SharePoint Governance Site

Lesson 3 - Establishing Model Governance Hierarchies

6. Determining Information Requirements
7. Site Hierarchies and Taxonomy
8. Addressing Scalability

Lesson 4 - Establishing a SharePoint Governance Team

9. Establishing a SharePoint Governance Team
10. Defining Individual Roles and Responsibilities
11. Skill Set Gap Analysis

Lesson 5 - Creating a SharePoint Governance Plan

12. What Needs to Be Governed?
13. How Should it be Governed?
14. Creating a Governance Plan

Lesson 6 - Areas of IT Governance

15. Introduction to Service Level Agreements (SLAs)
16. Services
17. Site Templates
18. Features
19. Self Service Site Creation
20. SharePoint Site Collection (Permissions and Policies)
21. SharePoint Designer
22. Sandboxing

Lesson 7 – SharePoint Governance and Information Architecture

23. Information Architecture and SharePoint
24. Managed Metadata
25. Planning and Using Metadata in Content Types
26. The Role of Search in SharePoint Governance
27. Navigation
28. Site Maps

Lesson 8 – SharePoint Governance and Information Management

29. Information Management Overview
30. Document Management





- 31. Planning a Document Management System
- 32. Document Management Features in SharePoint
- 33. Content Types
- 34. Workflows and Power Automate
- 35. Information Management Policies
- 36. Records Management

Lesson 9 - Branding and SharePoint Governance

- 37. Branding Pages
- 38. Team and Communication Sites
- 39. Page Layouts
- 40. Themes

Lesson 10 - Governance of Application Management

- 41. Solution Creation
- 42. SharePoint Tools for Solution Creation
- 43. a) - Power Automate
- 44. b) - Visual Studio
- 45. c) - Power Apps
- 46. Testing
- 47. Deployment

Lesson 11 - Planning for Communication, User Adoption and Training

- 48. Communicating for Success
- 49. Stakeholder Communications
- 50. Training the Organisation

Lesson 12 - Ensuring Compliance

- 51. Applying a Change Control Mechanism
- 52. Scheduling Governance Reviews

Lesson 13 – SharePoint Governance Best Practice and Checklist

- 53. Best Practices
- 54. Checklist
- 55. Sample SharePoint Governance Plan

Scan the QR code for more course information:



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