

Workshop	
Name	SharePoint Server 2013 Content for ECM Users
Duration	2 days
Objective	This course explores the ITPro features with Microsoft's most recent release of SharePoint Products and Technologies SharePoint Server 2013 and focuses on ECM capabilities.
Participants' Entry Profile	Participants attending this course must have experience on: SharePoint Environment
Training Methodology	The workshop will follow Synergetics methodology of <ul style="list-style-type: none"> Concept Visualization Active Experimentation Application Development. The workshop will be 100% Hands-On with each participant having access to system during the session

Setup Requirements	
Hardware and Software Requirements	Participant's as well as Trainer's Machine are required to have : Provided as a separate attachment and Office 365 [SharePoint Online] Trial Account
Training Lab Requirements	Whiteboard 6 feet by 4 feet (minimum) Whiteboard markers – Red, Blue, Green, Black Video Projector (1024 X 768 resolutions)

Course Contents**Day 1**

- **SharePoint 2013 Enterprise Content Management Overview**
 - SharePoint 2013 Architecture Overview
 - Content Management expectations
 - CMIS
- **Understanding and Implementing Basic Content Management**
 - Content Routing
 - Document Sets
 - In Place Records Management
 - Unique Document IDs feature
- **Understanding Enterprise Metadata Management**
 - Business use case for Managed Metadata
 - Architecture and Enhancements of the Managed Metadata service
 - Anatomy of the SharePoint Metadata Term Store
 - Managed Metadata and the SharePoint 2013 end user experience integration
 - Managed Metadata common business use cases and usage scenarios
 - Administering the Managed Metadata service, Term Sets and Terms
 - Term Store Security and Export/Import Mechanisms
- **Implementing Content Management in SharePoint**
 - Managed Metadata Service Application
 - Setup & use Term Store
 - Tagging and keywords
 - Bulk Metadata

Day 2

- **SharePoint 2013 Enterprise Content Types**
 - Overview of Enterprise Content Type Architecture
 - Role that the Managed Metadata service plays in sharing content types between site collections, web applications and farms
 - Configuring the Managed Metadata service and Site Collections as Content Type Hubs
 - Content Type Syndication and New Cross Site Publishing feature.
 - Enterprise Content Types, Taxonomy and Term Store Best Practices
- **Site Based Compliance and Preservation**
 - Creating and Applying Site Policies
- **Using Site MailBox**
 - Creating and using Site Mailbox

- **Records Management in SharePoint 2013**
 - Enterprise Records Management Overview
 - Create and Configure Record Center
 - Information Management Policies
 - Record Routing and Legal Hold Management
 - SharePoint In-Place Hold
 - Exchange In-Place Hold and Query-based preservation
 - Records Management Best Practices

- **eDiscovery in SharePoint 2013**
 - Enterprise eDiscovery Overview
 - Create and Configure eDiscovery Center