

## SharePoint® Governance: Best Practices for Managing SharePoint® Environments - 3 Days

*Course 957 Overview*

- You Will Learn How To**
- Develop a consistent management approach for your successful SharePoint environment
  - Establish a governance body and plan for your organization
  - Structure your information architecture to promote logical navigation
  - Align the roles and procedures of your governance teams to maintain continuity
  - Customize SharePoint usability to meet organizational requirements
  - Leverage SharePoint best practices to implement a comprehensive training and change management plan
- Course Benefits** Without proper planning and oversight, SharePoint sites can become difficult to control and manage. It is critical to implement a process that aligns business objectives with site implementation. A governance plan establishes the balance between proper control mechanisms and the innovative use of SharePoint collaboration. The plan is a road map for deploying and maintaining the efficient use of SharePoint technologies. In this course, you develop a governance plan to maximize your organization's return on its SharePoint investment.
- Who Should Attend** SharePoint administrators and site managers, including project managers, business analysts, and those responsible for the implementation of SharePoint technologies.
- Workshop Course** Throughout this course, you gain practical experience developing a SharePoint governance road map. Workshops include:
- Identifying the business need for SharePoint
  - Assessing key challenges to prevent common SharePoint deployment failures
  - Analyzing SharePoint to develop ROI metrics
  - Establishing a SharePoint content taxonomy
  - Mapping site, navigation and permission hierarchies to achieve optimal SharePoint utilization
  - Evaluating and applying postdeployment SharePoint best practices

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## Course 957 Outline

### Applying Governance to SharePoint

#### Defining the value of SharePoint governance

- Identifying key factors of failed SharePoint implementations
- Classifying varying degrees of SharePoint governance
- Establishing essential foundations of SharePoint governance
- Prioritizing the components of a governance plan
- Developing the plan in stages

#### Examining case studies

- Correlating corporate size to fit the governance plan
- Analyzing the governance plan to assess potential risk
- Identifying compliance requirements

#### Developing true executive sponsorship

- Avoiding sponsorship pitfalls
- Developing a ROI model
- Justifying SharePoint implementations
- Maintaining committed sponsorship

#### SharePoint governance planning

- Mapping business needs to SharePoint
- Analyzing a SharePoint governance model

#### Establishing Governance Hierarchies

##### Employing relevant information architecture

- Determining information requirements
- Assessing site hierarchies to satisfy business objectives
- Structuring usage and content taxonomies
- Utilizing mind maps to organize site taxonomies

##### Establishing user management policies

- Identifying user taxonomies
- Creating a communications plan
- Mapping user information needs to relevant permissions

##### Addressing scalability

- Evaluating the impact of scalability on your plan
- Ensuring your plan complements the organizational footprint

#### Determining Roles and Responsibilities

##### Establishing a SharePoint governance team

- Defining the roles within the team

- Developing a team life cycle
- Differentiating strategic vs. tactical team objectives

##### Establishing individual roles

- Highlighting IT, SharePoint and business roles
- Determining appropriate skillsets for your team
- Performing a skillset gap analysis

#### SharePoint Operations and Usage

##### Policies

##### Reviewing initial operational requirements

- Gathering business requirements for SharePoint
- Evaluating proper operating procedures documentation

##### Customizing SharePoint usability

- Enhancing navigation
- Optimizing Search
- Integrating various content sources

##### Setting SharePoint policies

- Establishing site provisioning standards
- Addressing the need for change management to ensure plan continuity

##### Integrating multitiered support

- Identifying the need for a multilevel support network
- Assessing lines of communication and functions
- Incorporating SharePoint into your IT support infrastructure

##### SharePoint release best practices

- Deploying a SharePoint pilot
- Establishing release management guidelines and processes
- Developing SharePoint deployment procedures

#### Ensuring User Adoption with

#### Communication and Training

##### Communicating for success

- Selling the benefits of a governance plan
- Building a stakeholder-focused communication plan

##### Stakeholder communications

- Selecting your communication medium

- Leveraging SharePoint collaboration tools for message delivery

##### Training the organization

- Identifying different training requirements
- Selecting from various training methods
- Developing a comprehensive training plan

#### Validating SharePoint Governance

##### Strategies

##### Applying a change control mechanism

- Employing a change management process
- Assessing the need to build a change request site to facilitate the approval process

##### Scheduling governance reviews

- Assigning plan ownership to the governance
- Reviewing the governance plan maintenance
- Incorporating lessons learned