

Sharepoint Document Lifecycle Management

Get the critical, in-depth information you need to administer SharePoint 2010. Led by SharePoint MVPs and featuring insights from the SharePoint community and members of the SharePoint Team at Microsoft, you'll discover how to plan, design, deploy, and manage strategic solutions using SharePoint 2010, Microsoft SQL Server, Windows PowerShell, and other key technologies. Topics include architecture, deployment scenarios, design considerations, security best practices, high availability, performance, centralized administration, disaster recovery, customization, solution development, and upgrade and migration strategies. Key solutions include building and managing a server farm, automating tasks, FAST search application management, enterprise and web content management, and business intelligence. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Ramp up your software development with this comprehensive resource Microsoft's Application Lifecycle Management (ALM) makes software development easier and now features support for iOS, MacOS, Android, and Java development. If you are an application developer, some of the important factors you undoubtedly consider in selecting development frameworks and tools include agility, seamless collaboration capabilities, flexibility, and ease of use. Microsoft's ALM suite of productivity tools includes new functionality and extensibility that are sure to grab your attention. Professional Application Lifecycle Management with Visual Studio 2013 provides in-depth coverage of these new capabilities. Authors Mickey Gousset, Martin Hinshelwood, Brian A. Randell, Brian

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Keller, and Martin Woodward are Visual Studio and ALM experts, and their hands-on approach makes adopting new ALM functionality easy. Streamline software design and deployment with Microsoft tools and methodologies Gain a practical overview of ALM with step-by-step guides and reference material Case studies illustrate specific functionality and provide in-depth instruction Use new capabilities to support iOS, MacOS, Android and Java development Discover this comprehensive solution for modeling, designing, and coordinating enterprise software deployments Over 100 pages of new content, forward-compatible with new product releases Professional Application Lifecycle Management with Visual Studio 2013 provides a complete framework for using ALM to streamline software design and deployment processes using well-developed Microsoft tools and methodologies. Professional Application Lifecycle Management with Visual Studio 2013 is your guide to make use of newly-available ALM features to take your enterprise software development to the next level.

Solve your content management problems efficiently with Microsoft SharePoint Meet the challenges of Enterprise Content Management (ECM) head on, using rich ECM features in SharePoint 2013. Led by two ECM experts, you'll learn how to build a solid information architecture (IA) for managing documents, knowledge, web content, digital assets, records, and user-generated content throughout your organization. With examples and case studies based on the authors' real-world experience, this practical book is ideal for CIOs, marketing executives, project managers, and enterprise architects. Discover how to: Design a scalable, easy-to-use content management repository Build an ECM team with specific project governance roles Gain stakeholder support for project and change management Foster user adoption by clarifying general IA concepts Organize content

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using SharePoint records management tools Configure content types, managed metadata, and site settings Examine processes for managing paper-driven vs. digital content Apply best practices for deploying SharePoint ECM features Support risk management and compliance regulations Beginning SharePoint 2013 Development eBook and SharePoint-videos.com Bundle

Deliver world-class collaboration capabilities through the cloud Use SharePoint Online to provide today's most advanced collaboration capabilities--without managing your own infrastructure! This concise reference will help you configure and manage SharePoint Online to meet your requirements for functionality, performance, and compliance. Bill English covers user profiles, security, search, records management, App Catalogs, metrics, and more--to derive maximum value from SharePoint Online. Master the specific skills you need to deploy and run SharePoint Online Choose the version of SharePoint Online that is best for you Manage profiles, properties, audiences, permissions, policies, and MySite settings Use Business Connectivity Services to make SharePoint Online your central hub for all business information Make the most of SharePoint search, indexing, and records and document management Create and manage security and App Catalogs Solve the core issues of governance, risk, compliance, taxonomies, and training Pro SharePoint 2010 Administration is a practical guide to SharePoint 2010 for intermediate to advanced SharePoint administrators and power users, covering the out-of-the-box feature set and capabilities of Microsoft's collaboration and business productivity platform. SharePoint 2010 is an incredibly complex product, with many moving parts, new features, best practices, and "gotchas." Author Rob Garrett distills SharePoint's portfolio of features, capabilities, and utilities into an in-depth professional guide—with no fluff and

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copious advice—that is designed from scratch to be the manual Microsoft never wrote. Starting with a detailed deployment and initial configuration walkthrough, the book covers all major feature areas, including document management, social computing, metadata management, and administration. You'll also learn about planning for capacity, backup administration and disaster recovery, business intelligence, monitoring, and more. Unlike other books, *Pro SharePoint 2010 Administration* covers all elements of the product, but has a specific emphasis on features new and enhanced in the 2010 release. *Pro SharePoint 2010 Administration* is the only book you'll need as you set out to deploy and administer SharePoint 2010.

This practical guide covers the many uses of SharePoint 2003 as well as the differences between SharePoint Portal Server (SPS) and Windows(r) SharePoint Services (WSS). In addition, the book will help you decide if you need only WSS or if you should also implement SPS. While the main focus is on planning, installation, configuration, and administration, you'll also learn how to customize SharePoint by creating templates, building your own Site Definition, and using FrontPage(r) to enhance the look and feel of SharePoint sites. In addition, you will learn the business-critical methods of backing up and restoring your system. Microsoft MVP and author Goran Husman shares numerous tips for smart additions and utilities that will enhance the functionality of SharePoint by providing better navigation, the ability to integrate with other systems, and effective workflow solutions. His practical and easy-to-follow instructions will help you get your SharePoint environment up and running in no time. He even shows you how to make your eventual upgrade to SharePoint 2007 seamless. What you will learn from this book *How to install Windows SharePoint Services (WSS) and SharePoint Portal Server (SPS) Tips on what to focus on*

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when customizing SharePoint How to productively use SharePoint with Microsoft Office and Microsoft Outlook(r) Various ways to handle backup and restore procedures The many free utilities and commercial third-party products that are available How to create and work with intranet pages Who this book is for This book is for beginning SharePoint administrators as well as administrators who have been working with SharePoint for some time but may want to know more about how it works. A basic understanding of the Microsoft Windows operating system (including the Active Directory) as well as web applications in general is assumed. Wrox Beginning guides are crafted to make learning programming languages and technologies easier than you think, providing a structured, tutorial format that will guide you through all the techniques involved.

Learn to leverage the features of the newest version of SharePoint, in this update to the bestseller More than simply a portal, SharePoint is Microsoft's popular content management solution for building intranets and Web sites or hosting wikis and blogs. Offering broad coverage on all aspects of development for the SharePoint platform, this comprehensive book shows you exactly what SharePoint does, how to build solutions, and what features are accessible within SharePoint. Written by one of the most recognized names in SharePoint development, Professional SharePoint 2010 Development offers an extensive selection of field-tested best practices that shows you how to leverage the vast power of this multi-faceted tool to build custom workflow and content management applications. Plus, you'll discover how to take advantage of the new features to roll out new SharePoint sites or upgrade existing sites. SharePoint guru Tom Rizzo offers broad coverage of the newest version of SharePoint, Microsoft's popular content management solution Addresses how the new version adds enhanced

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developer support for ASP.NET, Ajax, LINQ, and Silverlight Demonstrates how to take advantage of new features, including improvements to offline and mobile client capabilities, social networking additions, and more Covers user experience development, platform services, social media features, event handling, the business data catalog, forms and workflow, business intelligence, and more With this book, you'll get exhaustive coverage on the many possibilities that exist with SharePoint.

Deliver a successful SharePoint solution to your organization Take control of the complex requirements for delivering a SharePoint 2013 solution to your organization. Led by a SharePoint MVP specializing in SharePoint service delivery, you'll learn proven methods to help you prepare for a smooth adoption and governance process throughout the enterprise. This guide is ideal for IT professionals, including service delivery managers, project and program managers, and business analysts. Discover how to: Align your SharePoint solution with organizational goals and business priorities Engage executive sponsors, stakeholders, and SharePoint champions Provide detailed plans and schedules for an effective, structured delivery Build a team with appropriate roles to match delivery requirements Prepare user adoption, training, and communication plans, with clear business rules and policies Plan ongoing platform governance, service releases, and solution maintenance Build effective customer service models and provide SharePoint

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support

Special Edition Using Microsoft SharePoint Portal Server is a must-have reference on collaboration using Microsoft's document and collaboration server. The book helps advanced users and administrators understand collaboration, SPS's architecture, using SPS, and finally how to administer the server in their business setting. Topics covered include: defining collaboration, what SPS can do for you, planning back-end infrastructure, planning for SPS security, and daily administration.

Special Edition Using Microsoft SharePoint Portal Server
Que Publishing

Microsoft® SharePoint 2010 Unleashed Michael Noel Colin Spence Using Microsoft SharePoint 2010 technologies, organizations can bring together, utilize, and collaborate with information from virtually any source. Microsoft SharePoint 2010 Unleashed is the most complete, practical resource for all administrators, managers, architects, users, and power users who want to make the most of this powerful platform. Drawing on their experience implementing SharePoint solutions in hundreds of organizations, Michael Noel and Colin Spence cover all facets of succeeding with SharePoint: planning, deployment, migration, scalability, administration, security, Microsoft Office integration, workflow and dashboard development, and more. Noel and Spence illuminate the newest SharePoint

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innovations, from new social networking features to improved search, helping you make the most of both SharePoint Foundation and SharePoint Server 2010. Using easy-to-understand, step-by-step examples, the authors help you streamline administration, optimize performance, control cost, and implement high-value solutions for collaboration, document management, and business intelligence. Architect and implement SharePoint 2010, and migrate from legacy SharePoint servers Perform advanced installations that maximize scalability Monitor, back up, and restore SharePoint environments Maintain the SQL Server databases on which SharePoint 2010 relies Systematically improve edge, transport, and content security Deploy SharePoint in extranets and alternative authentication scenarios Create highly efficient virtualized SharePoint 2010 farms Customize and manage libraries and lists for your specific requirements Design and manage pages and sites for knowledge workers Effectively manage metadata and content types Integrate content using Office Web Apps and Excel, Access, and Visio Graphics Services Create both out-of-the-box and customized SharePoint workflows Develop custom solutions with SharePoint Designer 2010 and Visual Studio 2010 Create BI solutions with PerformancePoint and Business Connectivity Services Govern your SharePoint ecosystem for maximum value Michael Noel, MS-MVP, MCITP, is

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an internationally recognized technology expert, bestselling author, and well-known public speaker on a wide range of IT topics. He is the author of 17 books, including Exchange Server 2010 Unleashed, Windows Server 2008 R2 Unleashed, and Microsoft Forefront Unleashed. His books have been translated into more than a dozen languages. Colin Spence, MCP, MCTS SharePoint, has worked with SharePoint technologies for nearly a decade, helping hundreds of clients architect, implement, and manage customized SharePoint solutions. He speaks, publishes, and blogs regularly on SharePoint technologies. Noel and Spence are partners at Convergent Computing, a leading Microsoft partner in the San Francisco Bay area, and co-authors of SharePoint 2007 Unleashed. ON THE WEB: Download all examples and source code presented in this book from informit.com/title/9780672333255 Category: Microsoft Office 2010 Covers: Microsoft SharePoint 2010 User Level: Intermediate–Advanced Simplify SharePoint with this comprehensive, understandable guide SharePoint is a Microsoft technology that enables project collaboration through a single portal. It can be complex, but not when approached the Dummies way! This guide offers eight self-contained minibooks that examine each aspect of SharePoint 2010. Whether you're an experienced administrator or developer or you're just

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getting your feet wet, you'll find it's easy to locate what you need and learn to install, configure, and manage a SharePoint portal. You can dig as deeply into SharePoint as you want or need to. SharePoint 2010 is the newest version of collaboration technology that allows you to aggregate SharePoint sites, information, and applications into a single portal Administrators, page producers, and developers will be able to get SharePoint installed, configured, and running with the advice in this guide Eight minibooks address the Microsoft Office SharePoint system, SharePoint services, collaboration, SharePoint Server, enterprise content management, managing users, architecting SharePoint, and SharePoint deployment Covers planning, installation, configuration, performance, troubleshooting, data structure, and more If you work with SharePoint, you'll find Microsoft SharePoint 2010 All-in-One For Dummies provides what you need to get starting and keep going with SharePoint 2010.

Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management, collaboration, and business process management needs. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as search, workflow, and social) that

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make up these environments. In the fifth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to get the best out of them. What You Will Learn

- Create and use common SharePoint resources like lists, libraries, sites, pages and web parts
- Understand when and how workflows and information management policies can be used to automate process
- Learn how to take advantage of records retention, management, and disposition
- Make the most of SharePoint search services
- Take advantage of social capabilities to create social solutions

Who This Book Is For Whether you have not yet used SharePoint at all, have used previous versions, have just started using the basic features, or have been using it for a long of time, this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides.

Essential SharePoint® 2007 focuses on utilizing Microsoft Office SharePoint 2007 to improve collaboration and decision-making, streamline processes, and solve real-world business problems. Three leading SharePoint consultants systematically address the crucial success factors, intangibles, and "gotchas" in SharePoint deployment—showing exactly how to maximize business value and reduce

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project risk. Drawing on their unsurpassed experience, the authors walk you through planning and architecting successful SharePoint solutions around the unique needs of your business. Next, they address the operational support and end-user functionality needed to make SharePoint 2007 work—with special attention given to the organizational and political issues that can make or break your project. Learn how to: Define optimal, workable collaboration strategies Build SharePoint applications people want to use Architect SharePoint infrastructure for superior performance, reliability, and value. Provide your customers with state-of-the-art sites, blogs, and wikis Use SharePoint content management to integrate documents, records, and Web content, and make it all searchable Implement forms-based workflow to optimize virtually any business process Quickly build business intelligence solutions using Web-base dashboards and server-based Excel Services Organize and staff SharePoint support teams Migrate efficiently from SharePoint 2003 Whether you're a project manager, consultant, analyst, line-of-business executive, or developer, this book helps you align your SharePoint project with your business strategy—and deliver quantifiable results fast. Preface Chapter 1 Your Collaboration Strategy: Ensuring Success Chapter 2 Office SharePoint Server 2007: High-Impact Collaboration Across the Extended Enterprise Chapter 3

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Making Business Processes Work: Workflow and Forms Chapter 12
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SharePoint User Tasks Appendix B OS/Browser/Office Compatibility Index

Provides information on using Microsoft SharePoint to create Office-compatible Web sites, intranets and portals, and manage business records.

A guide for computer professionals offers a background of the Microsoft Application Platform and SharePoint's relationship to ASP.Net, describes tools needed to build a development environment, and provides tips for enhancing collaboration between programs.

Proven real-world best practices from leading Microsoft SharePoint MVPs
SharePoint enables Web sites to host shared workspaces and is a leading solution for Enterprise Content Management. The newest version boasts significant changes, impressive enhancements, and new features, requiring developers and administrators of all levels of experience to quickly get up to speed on the latest changes. This book is a must-have anthology of current best practices for SharePoint 2010 from 20 of the top SharePoint MVPs.

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They offer insider advice on everything from installation, workflow, and Web parts to business connectivity services, Web content management, and claims-based security. SharePoint 2010 boasts significant updates, new features, and numerous changes and this comprehensive overview gets you up to speed on all the latest enhancements Serves as an anthology of current best practices regarding SharePoint 2010 from 20 of the top SharePoint MVPs Offers helpful, real-world advice on such topics as business connectivity services, enterprise content management, Web content management, business intelligence, workflow, SharePoint Designer, Web parts, shared services, claims-based security, and more We all learn from experience, and with Real-World SharePoint 2010 you can learn from the experiences of 20 of the leading SharePoint MVPs!

This guide covers evaluating .NET: technical concepts, business opportunities, while understanding .NET protocols, programming interfaces, Visual Studio.NET, XML, and more. Covers each of Microsoft's .NET Enterprise Servers--from BizTalk to SharePoint and beyond.

Buy the print SharePoint 2013 Unleashed and get the eBook version for free! See inside the book for access code and details. ¿ SharePoint 2013 Unleashed is the most complete, practical resource for ¿all administrators, managers, architects, users, and developers to make the most of Microsoft's powerful new SharePoint 2013 platform. ¿ Drawing on their experience implementing SharePoint solutions in hundreds of organizations, Michael Noel and Colin Spence focus on what administrators and knowledge workers really need to know to effectively design, implement, configure, and use SharePoint 2013. They fully address key SharePoint 2013 innovations such as PowerShell scripting to automate administration and farm provisioning; better virtualization support; improved security and authentication;

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new business intelligence tools, social networking improvements; enhanced lists; libraries; metadata; and more. ; Step by step, through easy-to-understand examples, they help you streamline administration, optimize performance, control cost, and implement high-value solutions for collaboration, document and web content management, and business intelligence. ; Detailed information on how to... ; Optimize your SharePoint 2013 design/deployment plan, right-size your server farm(s), and improve scalability ; Reduce costs by virtualizing your SharePoint environment and automating farm deployment ; Optimize search with metadata, content types, and taxonomies ; Streamline management with PowerShell and the SharePoint Central Administration tool ; Efficiently monitor, back up, and restore SharePoint environments ; Understand new Shredded Storage capabilities and new Service Applications built into the infrastructure layer of SharePoint ; Deploy SharePoint's improved social networking features, including microblogging ; Deploy SharePoint as an extranet using various external authentication providers ; Use powerful out-of-the-box workflows—and create your own with SharePoint Designer 2013 and Visual Studio 2013 ; Build Business Intelligence solutions with PerformancePoint and Business Connectivity Services ;

Practical, step-by-step guidance for corporations, universities and government agencies to protect and secure confidential documents and business records Managers and public officials are looking for technology and information governance solutions to "information leakage" in an understandable, concise format. Safeguarding Critical E-Documents provides a road map for corporations, governments, financial services firms, hospitals, law firms, universities and other organizations to safeguard their internal electronic documents and private communications. Provides

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practical, step-by-step guidance on protecting sensitive and confidential documents—even if they leave the organization electronically or on portable devices Presents a blueprint for corporations, governments, financial services firms, hospitals, law firms, universities and other organizations to safeguard internal electronic documents and private communications Offers a concise format for securing your organizations from information leakage In light of the recent WikiLeaks revelations, governments and businesses have heightened awareness of the vulnerability of confidential internal documents and communications. Timely and relevant, *Safeguarding Critical E-Documents* shows how to keep internal documents from getting into the wrong hands and weakening your competitive position, or possibly damaging your organization's reputation and leading to costly investigations.

The global shift toward delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods. There has however been very little information on just how to navigate this change-until now. *Implementing Electronic Document and Record Management Systems* explains how to efficiently store and access electronic documents and records in a manner that allows quick and efficient access to information so an organization may meet the needs of its clients. The book addresses a host of issues related to electronic document and records management systems (EDRMS). From starting the project to systems administration, it details every aspect in relation to implementation and management processes. The text also explains managing cultural changes and business process re-engineering that organizations undergo as they switch from paper-based records to electronic documents. It offers case studies that examine how various organizations across the globe have implemented

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EDRMS. While the task of creating and employing an EDRMS may seem daunting at best, *Implementing Electronic Document and Record Management Systems* is the resource that can provide you with the direction and guidance you need to make the transition as seamless as possible.

The bestselling guide on running SharePoint, now updated to cover all the new features of SharePoint 2013, *SharePoint Portal Server* is an essential part of the enterprise infrastructure for many businesses. Building on the success of previous versions of *SharePoint For Dummies*, this new edition covers all the latest features of SharePoint 2013 and provides you with an easy-to-understand resource for making the most of all that this version has to offer. You'll learn how to get a site up and running, branded, and populated with content, workflow, and management. In addition, this new edition includes essential need-to-know information for administrators, techsumers, and page admins who want to leverage the cloud-hosted features online, either as a standalone product or in conjunction with an existing SharePoint infrastructure. Walks you through getting a SharePoint site up and running effectively and efficiently Explains ongoing site management and offers plenty of advice for administrators who want to leverage SharePoint and Office 365 in various ways Shows how to use SharePoint to leverage data centers and collaborate with both internal and external customers, including partners and clients *SharePoint 2013 For Dummies* is essential reading if you want to make the most of this technology.

Practical SharePoint 2013 Governance is the first book to offer practical and action-focused SharePoint governance guidance based on consulting experiences with real organizations in the field. It provides the quintessential governance reference guide for SharePoint consultants, administrators, architects, and anyone else looking for actual

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hands-on governance guidance. This book goes beyond filling in a governance document template and focuses entirely on actions to take and behaviors to adopt for addressing real-world governance challenges. Walks you through how to define what SharePoint offers and who is involved Offers key governance strategies for you to adopt or advise to your customers Provides real-world examples that apply each governance concept to an actual scenario What you'll learn Define a scope to offer SharePoint as a service to an organization Specify roles and responsibilities involved in a SharePoint service Envision and strategize a SharePoint roadmap Plan for growing and upgrading a SharePoint environment Measure and report on performance metrics Set boundaries for development standards and testing processes Who this book is for Practical SharePoint 2013 Governance is for SharePoint consultants, administrators, architects, and anyone else looking for actual hands-on governance guidance. It is an excellent choice for people who like action-focused concepts or who want to go beyond documentation and theory. This book is a fantastic choice for anyone looking for agile ideas to put into practice without necessarily embarking on a lengthy governance exercise upfront.

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Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013. Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management (ECM) solutions for an effective and end-to-end information design based on your organization's needs and business requirements. Inside, you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization's information within SharePoint, collaborating on transitory content, and capturing and controlling your records. You'll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution. You learn how to: Apply a content life cycle model to analyze and understand your organization's information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage

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discovery cases Design solutions to interface and integrate with external records management systems Identify your organization's information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect, administrator, consultant, or project manager, and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM. What you'll learn Apply a content life cycle model to analyze and understand your organization's information Plan and configure your SharePoint 2013 enterprise eDiscovery portal and manage discovery cases Design your file plan with content routing rules for your SharePoint records repository Design solutions to interface and integrate with external records management systems Design content types and implement an enterprise content type hub to categorize and organize your information Identify your organization's information security requirements Who this book is for Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect, administrator, consultant, or project manager, and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM. This book is also for you if you are an enterprise architect or a

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records manager and you want to learn how ECM fits in SharePoint. This book is definitely for you if you want to learn how to analyze, design, and implement an ECM solution on SharePoint 2013.

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Chapter 15: Managing Content Retention and Disposition

Chapter 16: Integrating with Other Records Repositories

This book provides a fresh take on Microsoft's premier collaboration solution. A critical resource if you're developing on the SharePoint platform, this

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book features a complete focus on the new features and capabilities of SharePoint 2010. Through a thorough treatment of sites, web parts, data management, portal solutions, and business intelligence capabilities, you'll appreciate author Sahil Malik's concise yet highly readable text. With this book, you'll gain intermediate-level guidance for designing and deploying exciting business solutions based on Microsoft SharePoint 2010.

All you need to know about SharePoint Online and SharePoint Server SharePoint is an enterprise portal server living under the Microsoft Office umbrella. It can be used as a local installation (on-premises) or an online service. The SharePoint Online service comes bundled with Office 365. You can use SharePoint to aggregate sites, information, data, and applications into a single portal. SharePoint 2019 contains highly integrated features that allow you to work with it directly from other Office products such as Teams, Word, Excel, PowerPoint, and many others. SharePoint For Dummies provides a thorough update on how to make the most of all the new SharePoint and Office features—while still building on the great and well-reviewed content in the prior editions. The book shows those new to SharePoint or new to SharePoint 2019 how to get up and running so that you and your team can become productive with this powerful tool. Find high-level, need-to-know information for “techsumers”,

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administrators, and admins Learn how SharePoint Online can get you started in minutes without the hassle and frustration of building out your own servers Find everything you need to know about the latest release of SharePoint Online and SharePoint Server Get your hands on the best guide on the market for SharePoint!

Pro SharePoint 2010 Governance is the first book on the market focusing exclusively on the essential guidance necessary for leveraging SharePoint 2010 within your organization's intranet, extranet or Internet environment for maximum business value. Effective governance allows your organization to promote the adoption of SharePoint's productivity-enhancing features while maintaining security and control over your organization's most vital information. Pro SharePoint 2010 Governance presents comprehensive guidance, from the basics of "What is governance?" to the detailed considerations of IT, information and application management. Using the conceptual framework promoted by Microsoft and augmented with detailed discussions, recommendations and checklists, you will have all the information you need to streamline the governance of your SharePoint sites. Teaches the concepts and benefits of SharePoint site governance. Discusses advanced features and techniques for implementing governance in your organization. Provides detailed recommendations,

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templates and checklists for jump-starting your governance effort.

Knowledge management promises concepts and instruments that help organizations support knowledge creation, sharing and application. This book offers a comprehensive account of the many facets, concepts and theories that have influenced knowledge management and integrates them into a framework consisting of strategy, organization, systems and economics guiding the design of successful initiatives. The third edition extends coverage of the two pillars of implementing knowledge management initiatives, organization and systems.

Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013. Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management (ECM) solutions for an effective and end-to-end information design based on your organization's needs and business requirements. Inside, you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization's information within SharePoint, collaborating on transitory content, and capturing and controlling your records. You'll get practical advice and best practice

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instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution. You learn how to: Apply a content life cycle model to analyze and understand your organization's information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization's information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect, administrator, consultant, or project manager, and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM.

You can have the best coders in the world working in your teams, but if your project management isn't up to scratch, your project is almost certain to be delayed, to come in over budget, and in some cases to fail entirely. By taking precise control of your application development process, you can make changes, both large and small, throughout your project's life cycle that will lead to better-quality finished products that are consistently delivered on time and within budget. Application lifecycle

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management (ALM) is an area of rapidly growing interest within the development community. Because its techniques allow you to deal with the process of developing applications across many areas of responsibility and across many different disciplines, its effects on your project can be wide ranging and pronounced. It is a project management tool that has practical implications for the whole team—from architects to designers, from developers to testers. Pro Application Lifecycle Management with Visual Studio 2012 focuses on the most powerful ALM tool available for the Microsoft .NET Framework: Visual Studio Team Foundation Server. It demonstrates the key concepts and techniques of ALM at first with a guide to the overall methodology, and then delves into architecture and testing--illustrating all of the concepts, tips and tricks using the tools TFS provides. The book serves as a complete guide to the ALM style--with no fluff and many relevant code samples and examples. After reading the book, you will understand how TFS can be used to generate continuous meaningful reporting on your project's health for the decision makers on your team as well as for your project's sponsors.

Beginning Application Lifecycle Management is a guide to an area of rapidly growing interest within the development community: managing the entire cycle of building software. ALM is an area that spans everything from requirements specifications to

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retirement of an IT-system or application. Because its techniques allow you to deal with the process of developing applications across many areas of responsibility and across many different disciplines, the benefits and effects of ALM techniques used on your project can be wide-ranging and pronounced. In this book, author Joachim Rossberg will show you what ALM is and why it matters. He will also show you how you can assess your current situation and how you can use this assessment to create the road ahead for improving or implementing your own ALM process across all of your team's development efforts. Beginning Application Lifecycle Management can be implemented on any platform. This book will use Microsoft Team Foundation Server as a foundation in many examples, but the key elements are platform independent and you'll find the book written in a platform agnostic way. In this book, you'll learn: What application lifecycle management is and why it matters. The steps necessary for implementing an ALM process. Tips and techniques you can use to gain control of your development efforts. How to implement an agile framework into your ALM process How to achieve traceability and visibility in your projects How to automate your ALM process

A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective

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Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software. This unique guide is an indispensable resource for anyone who operates within a Project Management Operation (PMO) or is affected by the adoption of project management within an organization. Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives, and who face cost and resource constraints. Because more and more companies are aligning project management with their business strategies, the book not only provides guidance on using Microsoft Project and teaching project management skills, but also includes important information on measuring results and communicating with the executive branch. It also provides valuable guidance in using SharePoint Server for social networking and working within a team. Clearly written and presented, the book: Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics, screen shots, and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels, and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project.

The ultimate guide to electronic records management, featuring a collaboration of expert practitioners including over 400 cited references documenting today's global trends, standards, and best practices Nearly all business records created today are electronic, and are increasing in number at breathtaking rates, yet most organizations do not have the

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policies and technologies in place to effectively organize, search, protect, preserve, and produce these records. Authored by an internationally recognized expert on e-records in collaboration with leading subject matter experts worldwide, this authoritative text addresses the widest range of in-depth e-records topics available in a single volume. Using guidance from information governance (IG) principles, the book covers methods and best practices for everything from new e-records inventorying techniques and retention schedule development, to taxonomy design, business process improvement, managing vital records, and long term digital preservation. It goes further to include international standards and metadata considerations and then on to proven project planning, system procurement, and implementation methodologies. Managing Electronic Records is filled with current, critical information on e-records management methods, emerging best practices, and key technologies. Thoroughly introduces the fundamentals of electronic records management Explains the use of ARMA's Generally Accepted Recordkeeping Principles (GARP®) Distills e-records best practices for email, social media, and cloud computing Reveals the latest techniques for e-records inventorying and retention scheduling Covers MS SharePoint governance planning for e-records including policy guidelines Demonstrates how to optimally apply business process improvement techniques Makes clear how to implement e-document security strategies and technologies Fully presents and discusses long term digital preservation strategies and standards Managing e-records is a critical area, especially for those organizations faced with increasing regulatory compliance requirements, greater litigation demands, and tightened internal governance. Timely and relevant, Managing Electronic Records reveals step-by-step guidance for organizing, managing, protecting, and preserving

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electronic records.

This book presents nine chapters covering essential topics in document control. It provides important insights into document control principles, processes and practices. It addresses strategic issues as well as daily governance challenges in document control, and provides practical advice on a number of topics including project document control. The Only Book That's 100% Focused on Maximizing the Business Value of SharePoint 2013 Essential SharePoint® 2013 approaches Microsoft SharePoint 2013 from a strict business value perspective, helping you plan and implement solutions that achieve effective business results. Leading SharePoint experts draw on their unsurpassed experience to provide business-focused guidance on strategy, governance, planning, deployment, and more. You'll find in-depth insights for success with collaboration, knowledge and content management, governance, and user adoption. The authors help you choose features, organize information, define security models, and launch your solution. They present best practices for search, workflow, business intelligence, and integrating information from Office 2013 and beyond. Each chapter includes a section introducing new SharePoint 2013 capabilities, from improved site branding to native iPhone mobile apps. Throughout, the authors identify success factors, intangibles, and "gotchas," helping you reduce risk and time-to-value. Learn how to

- Ask the right questions to craft a plan that maximizes business value
- Efficiently deploy either "green field" solutions or upgrades
- Integrate web, Office, and mobile devices into a comprehensive collaboration solution
- Plan effective governance of content, operations, and applications
- Deliver enterprise content management, integrating documents, data, web content, and rich media
- Use search to help find the right knowledge and people
- Measure and optimize user adoption to increase

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ROI • Evaluate the cloud-based SharePoint Online option • Use social tools to promote deeper user interaction • Collaborate and communicate with customers, partners, and suppliers • Quickly create agile solutions with mashups and composites Whether you're a business leader, IT manager, architect, analyst, developer, or consultant, this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results.

Conquer Microsoft SharePoint 2013 administration--from the inside out! Dive into SharePoint 2013 administration--and really put your systems expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. Discover how the experts deploy, configure, and manage SharePoint--and challenge yourself to new levels of mastery. Automate the installation and configuration of SharePoint 2013 Effectively manage SharePoint apps and custom solutions Optimize farms, web apps, content databases, and site collections Use methods to help users attain productive search experiences Configure business intelligence features in SharePoint 2013 Dive deep into SharePoint security practices and architecture Add SharePoint Online to your existing SharePoint environment Manage User Profiles and the SharePoint social experience Monitor and troubleshoot SharePoint with insider tips For Intermediate to Advanced IT Professionals Thorough coverage of development in SharePoint 2013 A team of well-known Microsoft MVPs joins forces in this fully updated resource, providing you with in-depth coverage of development tools in the latest iteration of the immensely popular SharePoint. From building solutions to building custom workflow and content management applications, this book shares field-tested best practices on all aspect of SharePoint 2013 development. Offers a thorough look at Windows Azure and SharePoint 2013 Includes new chapters

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on Application Life Cycle Management, developing apps in SharePoint, and building PerformancePoint Dashboards in SharePoint Professional SharePoint 2013 Development is an essential SharePoint developer title.

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