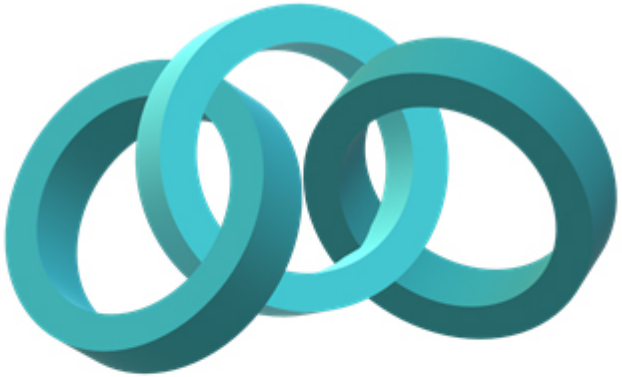
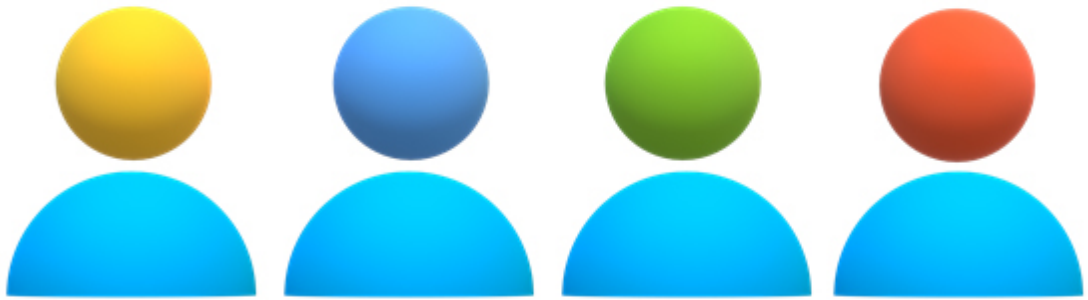
SharePoint Governance Course for Best Practices

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





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