

Microsoft Sharepoint Administrator Boot Camp Courses

**Boot camp Title – MCSE: Sharepoint Administrator (1 Cert)**
Number of Days – 7
Number of Exams – 2
Number of Certifications – 1
Cost - $5,595.00

Certifications:

MCSE: Sharepoint Administrator

Exams:

**70-331:** Core Solutions of Microsoft Sharepoint Server 2013

**70-332:** Advanced Solutions of Microsoft Sharepoint Server 2013

Course Description:

The MCSE Sharepoint certification boot camp is a 7 day comprehensive deep dive into the Sharepoint Admin covering topics such as installing, creating and designing. This instructor led face to face training camp will teach you the skills needed to support a Sharepoint environment.

Class Objectives (*Following information customized from Microsoft Learning Test Objectives)*

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| **Module 1: Introducing SharePoint Server 2013**Microsoft SharePoint Server 2013 is a document storage and collaboration platform that offers many benefits to organizations. SharePoint deployments may take many different forms in scope, where a deployment may be focused on only delivering one feature, such as enterprise search, or many features, such as document management, business intelligence, web content management, and workflows. Deployments can also differ greatly in size, with small deployments of a single server up to large deployments with farms of 15 or more servers. In this module, you will learn about the core features of SharePoint 2013, the new features in this version, and what has been removed. You will also learn about the basic structural elements of a farm deployment and how they fit together. Finally you will learn about the different deployment options available to SharePoint 2013.Lessons* Key Components of a SharePoint Deployment
* New Features in SharePoint 2013
* SharePoint 2013 Deployment Options

After completing this module, you will be able to:* Identify the capabilities and architecture of SharePoint 2013.
* Identify new and deprecated features in SharePoint 2013.
* Identify deployment options for SharePoint 2013.

**Module 2: Designing an Information Architecture**Information architecture (IA) defines the structures by which an organization catalogs information. Designing an IA requires a detailed understanding of the information held in an organization and its usage, context, volatility, and governance. A good IA rationalizes the creation and storage of content and streamlines its surfacing and use. IA design should be platform-neutral, but it must also be driven by the functionality of its environment. Microsoft SharePoint Server 2013 provides a rich and functional platform for the development and implementation of efficient and effective IA structures. The integral use of metadata throughout SharePoint 2013 means that an IA designer has a range of storage, navigation, and retrieval options to maximize usability in a well-structured IA. In this module, you will learn about the core elements of IA design and the facilities and devices available in SharePoint 2013 to deploy an effective information management solution.Lessons* Identifying Business Requirements
* Understanding Business Requirements
* Organizing Information in SharePoint 2013
* Planning for Discoverability

**Lab : Creating an Information Architecture - Part One****Lab : Creating an Information Architecture – Part Two**After completing this module, you will be able to:* Explain how understanding business requirements drives the design of an organizational IA.
* Describe the key components available in SharePoint 2013 to deploy an IA.
* Plan for discoverability as part of an IA deployment.

**Module 3: Designing a Logical Architecture**This module reviews the logical constructs of Microsoft SharePoint Server 2013 and SharePoint Online. It discusses the importance of creating a logical architecture design based on business requirements before you implement a solution. The module covers conceptual content, defining a logical architecture, and the components of Microsoft SharePoint Server 2013 that you must map to business specifications.Lessons* Overview of SharePoint 2013 Logical Architecture
* Documenting Your Logical Architecture

**Lab : Designing a Logical Architecture**After completing this module, you will be able to:* Map business requirements to SharePoint 2013 architecture components.
* Explain the importance of documentation and describe the options for documenting logical architecture.

**Module 4: Designing a Physical Architecture**When you design a Microsoft SharePoint Server 2013 deployment, you must carefully consider the hardware and farm topology requirements. Your choices of server hardware and the number of servers that you specify for the farm can have a significant impact on how the farm meets user requirements, how users perceive the SharePoint solution, and how long before the farm requires additional hardware. This module describes the factors that you should consider when you design the physical architecture of a SharePoint 2013 deployment. The physical architecture refers to the server design, farm topology, and supporting elements—such as network infrastructure—for your deployment. This physical architecture underpins the operations of your SharePoint 2013 environment, so it is essential that your physical design fully meets the operational requirements.Lessons* Designing Physical Components for SharePoint Deployments
* Designing Supporting Components for SharePoint Deployments
* SharePoint Farm Topologies
* Mapping a Logical Architecture Design to a Physical Architecture Design

**Lab : Designing a Physical Architecture**After completing this module, you will be able to:* Describe the physical design requirements for SharePoint 2013.
* Describe the supporting requirements for a successful SharePoint 2013 physical design.
* Identify SharePoint farm topologies.
* Map a logical architecture design to a physical architecture design.

**Module 5: Installing and Configuring SharePoint Server 2013**After you design and plan your logical and physical architectures for a Microsoft SharePoint Server 2013 deployment, the next installation steps are to implement the deployment design and specify configuration settings for the deployment. In this module, you will learn about installing SharePoint 2013 in various topologies. You will learn how to configure farm settings, and how to script the installation and configuration of SharePoint 2013.Lessons* Installing SharePoint Server 2013
* Scripting Installation and Configuration
* Configuring SharePoint Server 2013 Farm Settings

**Lab : Deploying and Configuring SharePoint Server 2013 - Part One****Lab : Configuring SharePoint Server 2013 Farm Settings**After completing this module, you will be able to:* Install SharePoint 2013.
* Configure SharePoint 2013 farm settings.
* Script the installation and configuration of SharePoint 2013.

**Module 6: Creating Web Applications and Site Collections**After installing your Microsoft SharePoint Server 2013 farm, you are ready to begin deploying sites and content, such as an organizational intranet site. In this module, you will learn about the key concepts and skills related to the logical architecture of SharePoint including web applications, site collections, sites, and content databases. Specifically, you will learn how to create and configure web applications and to create and configure site collections.Lessons* Creating Web Applications
* Configuring Web Applications
* Creating and Configuring Site Collections

**Lab : Creating and Configuring Web Applications****Lab : Creating and Configuring Site Collections**After completing this module you will be able to perform the following tasks in SharePoint 2013:* Create web applications.
* Configure web applications.
* Create site collections.
* Configure site collections.

**Module 7: Planning and Configuring Service Applications**Service applications were introduced in Microsoft SharePoint Server 2010, replacing the Shared Service Provider architecture of Microsoft Office SharePoint Server 2007. Service applications provide a flexible design for delivering services, such as Managed Metadata or PerformancePoint, to users who need them. Microsoft SharePoint Server 2013 includes more than 20 services, some of which are new to this version, whereas others are enhanced. In planning and configuring service applications, it is important that you understand the dependencies, resource usage, and business requirements for each. This module reviews the basic service application architecture, the essentials of planning your service application deployment, and the configuration of your service applications. This module does not discuss sharing, or federation, of service applications. This is covered in more detail in course 20332B: Advanced Solutions of Microsoft SharePoint Server 2013.Lessons* Introduction to Service Application Architecture
* Creating and Configuring Service Applications

**Lab : Planning and Configuring Service Applications**After completing this module, you will be able to:* Explain the key components and topologies for SharePoint Server 2013 service application architecture.
* Describe how to provision and manage SharePoint 2013 service applications.

**Module 8: Managing Users and Permissions**Many organizations need to store sensitive or confidential information. Microsoft SharePoint Server 2013 includes a complete set of security features, which you can use to help ensure that users with the appropriate rights and permissions can access the information they need, can modify the data they are responsible for, but that they cannot view or modify confidential information, or information that is not intended for them. The SharePoint 2013 security model is highly flexible and adaptable to your organization’s needs. In this module, you will learn about the various authorization and security features available in SharePoint 2013 to help you maintain a secure SharePoint environment. Specifically, you will be learning about authorization and permissions in SharePoint 2013, and how to manage access to content in SharePoint 2013.Lessons* Authorization in SharePoint 2013
* Managing Access to Content

**Lab : Managing Users and GroupsLab : Securing Content in SharePoint Sites**After completing this module, you will be able to:* Understand and manage authorization and permissions in SharePoint 2013.
* Manage access to content in SharePoint 2013.

**Module 9: Configuring Authentication for SharePoint 2013**Authentication is the process by which you establish the identity of users and computers. Authorization controls access to resources by assigning permissions to users and computers. To provide authorization to consumers of Microsoft SharePoint content and services, whether they are end users, server platforms, or SharePoint apps, you first need to verify that they are who they claim to be. Together, authentication and authorization play a central role in the security of a SharePoint 2013 deployment by ensuring that consumers can only access resources to which you have explicitly granted them access. In this module, you will learn about the authentication infrastructure in SharePoint 2013. You will learn how to configure SharePoint to work with a variety of authentication providers, and you will learn how to configure authenticated connections between SharePoint and other server platforms.Lessons* Overview of Authentication
* Configuring Federated Authentication
* Configuring Server-to-Server Authentication

**Lab : Configuring SharePoint 2013 to Use Federated Identities**After completing this module, you will be able to:* Explain the authentication infrastructure of SharePoint 2013.
* Configure claims providers and identity federation for SharePoint 2013.
* Configure server-to-server authentication for SharePoint 2013.

**Module 10: Securing a SharePoint 2013 Deployment**Microsoft SharePoint Server 2013 is not just a group of websites―it is also a site-provisioning engine for intranets, extranets, and Internet sites, a collection of databases, an application platform, and a platform for collaboration and social features, as well as being many other things. In addition to it touching your network, it also touches your line-of-business (LOB) applications and Microsoft Active Directory; therefore, it has a large attack surface to consider and protect. SharePoint 2013 is supplied with several security features and tools out-of-the-box to help you secure it. In this module, you will learn how to secure and harden your SharePoint 2013 farm deployment and how to configure several security settings at the farm level.Lessons* Securing the Platform
* Configuring Farm-Level Security

**Lab : Hardening a SharePoint 2013 Server Farm****Lab : Configuring Farm-Level Security**After completing this module you will be able to:* Secure the SharePoint 2013 platform.
* Configure farm-level security in SharePoint 2013.

**Module 11: Managing Taxonomy**In order to organize information and make that information easier to find and work with, you can label or categorize information. With files and items in Microsoft SharePoint, you can apply metadata, which could be a category, a classification, or a tag, in order to organize your content and make it easier to work with. In most organizations, the most effective way to implement metadata is through a defined taxonomy that you have standardized through stakeholder input. This enables users to select metadata terms from a predefined list, which provides standard results. Microsoft SharePoint Server 2013 can further enhance the application of metadata by using content types. Organizations can use content types to standardize specific types of files, documents, or list items and include metadata requirements, document templates, retention settings, and workflow directly.Lessons* Managing Content Types
* Understanding Term Stores and Term Sets
* Managing Term Stores and Term Sets

**Lab : Configuring Content Type Propagation****Lab : Configuring and Using Managed Metadata Term Sets**After completing this module, you will be able to:* Describe the function of content types and explain how to apply them to business requirements.
* Describe the function of managed metadata in SharePoint 2013.
* Configure the Managed Metadata Service and supporting components.

**Module 12: Configuring User Profiles**Social computing environments enable organizations to quickly identify colleagues, team members, and others with similar roles or requirements in an organization. Social features in Microsoft SharePoint Server 2013 enable users to quickly gain updates and insight into how other members of the organization are working and what information or processes people are developing, along with the progress being achieved. The SharePoint 2013 social platform is based around the capabilities provided by the user profile service application, supported by other services, such as the Managed Metadata Service and the Search service. The User Profile Service provides configuration and control over importing profile data, creating My Sites, managing audiences, and users can utilize these features.Lessons* Configuring the User Profile Service Application
* Managing User Profiles and Audiences

**Lab : Configuring User Profiles****Lab : Configuring My Sites and Audiences**After completing this module, you will be able to:* Plan for and configure user profile synchronization with Active Directory Domain Services.
* Plan for and configure My Sites and audiences.

**Module 13: Configuring Enterprise Search**Search has been a cornerstone of Microsoft SharePoint Products and Technologies since SharePoint Portal Server 2003. Since those early days, the architecture of the search service has evolved through the Shared Service Provider architecture to the service application architecture of SharePoint Server 2010. It has also grown with the addition of FAST technologies. SharePoint Server 2013 continues this growth by re-architecting the service and integrating many of the components that were intrinsic to FAST Search to deliver a more robust and richer experience for IT staff and users. In this module, you will learn about the new architecture of the Search service, how to configure the key components of search, and how to manage search functionality in your organization.Lessons* Understanding the Search Service Architecture
* Configuring Enterprise Search
* Managing Enterprise Search

**Lab : Configuring Enterprise Search****Lab : Configuring the Search Experience**After completing this module, you will be able to:* Describe the core architecture of the Search service and its supported topologies.
* Explain the steps required to configure the Search service in an enterprise environment.
* Describe how to manage and maintain a well-performing Search environment.

**Module 14: Monitoring and Maintaining a SharePoint 2013 Environment**Careful planning and configuration alone will not guarantee an effective Microsoft SharePoint Server 2013 deployment. To keep your SharePoint 2013 deployment performing well, you need to plan and conduct ongoing monitoring, maintenance, optimization, and troubleshooting. In this module, you will learn how to plan and configure monitoring in a SharePoint 2013 server farm, and how to tune and optimize the performance of your farm on an ongoing basis. You will also learn how to use a range of tools and techniques to troubleshoot unexpected problems in your SharePoint 2013 deployments.Lessons* Monitoring a SharePoint 2013 Environment
* Tuning and Optimizing a SharePoint Environment
* Planning and Configuring Caching
* Troubleshooting a SharePoint 2013 Environment

**Lab : Monitoring a SharePoint 2013 Deployment****Lab : Investigating Page Load Times**After completing this module, you will be able to:* Develop and implement a monitoring plan for a SharePoint 2013 environment.

Tune and optimize a SharePoint 2013 server farm on an ongoing basis. Plan and configure caching to improve the performance of a SharePoint 2013 deployment.*  Troubleshoot errors and other issues in a SharePoint 2013 deployment.

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| **Module 1: Understanding the SharePoint Server 2013 Architecture**This module introduces the architectural features that underpin Microsoft SharePoint Server 2013, both for on-premises and online deployments. This includes an examination of the features that are new in this version, as well as those that have been removed. This module reviews the basic structural elements of a farm deployment, and the different deployment options that are available in SharePoint 2013.**Lessons*** Core Components of the SharePoint 2013 Architecture
* New Features in SharePoint Server 2013
* SharePoint Server 2013 and SharePoint Online Editions

**Lab : Reviewing Core SharePoint Concepts**After completing this module, students will be able to:* Describe the architectural features of SharePoint Server 2013.
* Identify new and deprecated features in SharePoint 2013.
* Describe the editions for SharePoint Server 2013 on-premise and SharePoint Online.

**Module 2: Designing Business Continuity Management Strategies**This module examines high availability and disaster recovery in SharePoint 2013. When designing high availability and disaster recovery strategies for a SharePoint farm, it is important to understand the different approaches required by each logical tier in the farm. High availability for the database tier requires understanding of how SQL Server provides high availability and the associated requirements. High availability for the application tier can be straightforward for some service applications, while other applications, such as Search, require additional planning and configuration for high availability. The web front end tier will also require additional planning and configuration for high availability, and architects should consider the new SharePoint 2013 request management feature. SharePoint farm disaster recovery has always required considerable planning and understanding of the necessary components and backup tools available. In this regard SharePoint 2013 is no different, and farm administrators should create a disaster recovery plan that states how content and configurations are backed up, how data can be restored, and what backup schedules are required.**Lessons*** Designing Database Topologies for High Availability and Disaster Recovery
* Designing SharePoint Infrastructure for High Availability
* Planning for Disaster Recovery

**Lab : Planning and Performing Backups and Restores**After completing this module, students will be able to:* Select an appropriate database server configuration to meet availability requirements.
* Design a physical architecture and infrastructure to meet availability requirements.
* Develop and implement a backup and restore strategy.

**Module 3: Planning and Implementing a Service Application Architecture**Service applications were introduced in SharePoint 2010, replacing the Shared Service Provider architecture of Microsoft Office SharePoint Server 2007. Service applications provide a flexible design for delivering services, such as managed metadata or PerformancePoint, to users who need them. There are several deployment topologies available to you when you plan your service application implementation. These range from a simple, single-farm, single-instance service application model to more complex, cross-farm, multiple-instance designs. What remains most important is that you create a design that matches the needs of your organization's users in terms of performance, functionality, and security. This module reviews the service application architecture, how to map business requirements to design, and the options for enterprise scale, federated service application architectures.**Lessons*** Planning Service Applications
* Designing and Configuring a Service Application Topology
* Configuring Service Application Federation

**Lab : Planning a Service Application Architecture****Lab : Federating Service Applications between SharePoint Server Farms**After completing this module, students will be able to:* Explain the service application architecture.
* Describe the fundamental options of service application design.
* Describe how to configure a federated service application deployment.

**Module 4: Configuring and Managing Business Connectivity Services**Most organizations store information in a variety of disparate systems. In many cases, these organizations want to be able to view and interact with information from these disparate systems from a single interface. This reduces the need for information workers to constantly switch between systems and creates opportunities for power users or analysts to aggregate data from multiple sources.In SharePoint 2013, Business Connectivity Services (BCS) is a collection of technologies that enable you to query, view, and interact with data from external systems. In this module, you will learn how to plan and configure various components of BCS.**Lessons*** Planning and Configuring Business Connectivity Services
* Configuring the Secure Store Service
* Managing Business Data Connectivity Models

**Lab : Configuring BCS and the Secure Store Service****Lab : Managing Business Data Connectivity Models**After completing this module, students will be able to:* Plan and configure the Business Data Connectivity Service application.
* Plan and configure the Secure Store Service application.
* Manage Business Data Connectivity models.

**Module 5: Connecting People**Talking about connecting people in Microsoft SharePoint Server 2013 really means talking about taking people out of their isolated workspaces and giving them the ability and tools to collaborate with other people in the organization such as their work colleagues, peers, and executives. It is about finding people with expertise, and identifying shared interests and about creating networks of people that share common goals.    In this module, you will learn about the concepts and ways of connecting people in SharePoint 2013. You will examine user profiles and user profile synchronization, social interaction features and capabilities, and communities and community sites in SharePoint 2013.**Lessons*** Managing User Profiles
* Enabling Social Interaction
* Building Communities

**Lab : Configuring Profile Synchronization and My Sites****Lab : Configuring Community Sites**After completing this module, students will be able to:* Understand and manage user profiles and user profile synchronization in SharePoint 2013.
* Enable social interaction in SharePoint 2013.
* Understand and build communities and community sites in SharePoint 2013

**Module 6: Enabling Productivity and Collaboration**This module examines how SharePoint 2013 extends the ability of users to work collaboratively and increase productivity through seamless integration with external software platforms, additional SharePoint collaboration features, and the provision of flexible tools, with which users can develop their own solutions to business problems.**Lessons*** Aggregating Tasks
* Planning and Configuring Collaboration Features
* Planning and Configuring Composites

**Lab : Configuring Project Sites****Lab : Configuring Workflow**After completing this module, students will be able to:* Explain how the integration options for Exchange 2013 and Project Server 2013 improve task aggregation.
* Describe how to plan and configure SharePoint collaborative and co-authoring options.
* Describe how to plan and use workflows in SharePoint 2013.

**Module 7: Planning and Configuring Business intelligence**Business Intelligence (BI) continues to be an important area for large enterprise organizations. The key to successful BI is the ability to integrate the components that deliver the right information, to the right people, at the right time. Microsoft SharePoint Server 2013 Enterprise Edition provides a range of integrated solutions that enable both users and administrators across an organization to develop BI solutions to fit their business requirements. These BI tools extend beyond SharePoint to provide consistent information management from personal data analysis environments, which use Microsoft Excel, through to departmental or organizational data repositories, which use SQL Server Reporting Services (SSRS) and SQL Server Analysis Services (SSAS). In this module you will see how SharePoint 2013 can deliver BI solutions for your business.**Lessons*** Planning for Business Intelligence
* Planning, Deploying, and Managing Business Intelligence Services
* Planning and Configuring Advanced Analysis Tools

**Lab : Configuring Excel ServicesLab : Configuring PowerPivot and Power View for SharePoint**After completing this module, students will be able to:* Explain the SharePoint BI architecture, its components, and how to identify BI opportunities in your

organization.* Describe how to plan, deploy, and manage the core SharePoint 2013 BI services.
* Describe the advanced BI options available with SharePoint 2013 and Microsoft SQL Server 2012.

**Module 8: Planning and Configuring Enterprise Search**The Search service remains a cornerstone of the SharePoint platform’s success. In Microsoft SharePoint Server 2013 there have been major changes to the components that make up the service, to increase performance and configurability. In this module, you will examine the configuration options in SharePoint Search that enable you to provide greater search result effectiveness by fine-tuning the service in various ways. The introduction of new functionality, such as result types and the increased move towards search-driven navigation mean that the role of the Search administrator has become even more important for business success. Search now enables you to delegate more of this management to site collection administrator and site owner levels, improving Search flexibility without increasing the administrative burden on a few Search service application administrators. This module also examines Search analytics and reporting. To help you in your management of a Search environment, SharePoint 2013 now incorporates Search analytics and reporting into the Search service, rather than in a separate service application, as was the case in SharePoint Server 2010. The reports available will help you to monitor the service and optimize its configuration.**Lessons*** Configuring Search for an Enterprise Environment
* Configuring the Search Experience
* Optimizing Search

**Lab : Planning an Enterprise Search Deployment****Lab : Managing Search Relevance in SharePoint Server 2013**After completing this module, students will be able to:* Describe the Search service architecture and key areas of configuration.
* Explain how to configure the Search service to improve the end-user experience.
* Describe how to use analytics reports to optimize your Search environment.

**Module 9: Planning and Configuring Enterprise Content Management**This module examines Enterprise Content Management (ECM), which is a set of technologies and features that administrators use to provide some control over sites and content. This could include control over how information is stored, how long information is kept, how information is visible to users while in use, and how information growth is kept under control. Planning support for your ECM requirements requires a clear understanding of content requirements and how that content supports the organization. This means that, as a best practice, many different organizational roles should have input into the ECM strategy and supporting features.**Lessons*** Planning Content Management
* Planning and Configuring eDiscovery
* Planning Records Management

**Lab : Configuring eDiscovery in SharePoint Server 2013Lab : Configuring Records Management in** **SharePoint Server 2013**After completing this module, students will be able to:* Plan how to manage content and documents.
* Plan and configure eDiscovery.
* Plan records management and compliance.

**Module 10: Planning and Configuring Web Content Management**The web content management capabilities in Microsoft SharePoint Server 2013 can help an organization to communicate and integrate more effectively with employees, partners, and customers. SharePoint Server 2013 provides easy-to-use functionality to create, approve, and publish web content. This enables you to get information out quickly to intranet, extranet, and Internet sites and give your content a consistent look and feel. You can use these web content management capabilities to create, publish, manage, and control a large and dynamic collection of content. As part of Enterprise Content Management (ECM) in SharePoint Server 2013, web content management can help to streamline your process for creating and publishing web sites.**Lessons*** Planning and Implementing a Web Content Management Infrastructure
* Configuring Managed Navigation and Catalog Sites
* Supporting Multiple Languages and Locales
* Enabling Design and Customization
* Supporting Mobile Users

**Lab : Configuring Managed Navigation and Catalog Sites****Lab : Configuring Device Channels**After completing this module, students will be able to:* Plan and configure a Web Content Management infrastructure to meet business requirements.
* Configure managed navigation and product catalog sites.
* Plan and configure support for multilingual sites.
* Manage design and customization for publishing sites.
* Plan and configure support for mobile users

**Module 11: Managing Solutions in SharePoint Server 2013**As a SharePoint administrator, it is important to understand the features that are available in Microsoft SharePoint Server 2013. However, there are often specific functional requirements that may be part of SharePoint’s feature set but are not included in certain site templates. There may also be sites that require repeatable customization of lists or libraries, or custom code deployments that are necessary to add capabilities that are not available out-of-the-box. Developers use features and solutions to add and control these functionality requirements. Administrators, on the other hand, must understand how features and solutions are deployed and managed in order to meet user needs in a SharePoint farm.**Lessons*** Understanding the SharePoint Solution Architecture
* Managing Sandbox Solutions

**Lab : Managing Solutions**After completing this module, students will be able to:* Describe and manage SharePoint features and solutions
* Manage sandboxed solutions in a SharePoint 2013 deployment

**Module 12: Managing Apps for SharePoint Server 2013**SharePoint apps are new to Microsoft SharePoint Server 2013 and provide an additional capability to provide application functionality within the context of SharePoint. SharePoint apps supplement the capabilities of farm solutions and sandbox solutions, while providing a user experience that offers a measure of self-service customization capabilities without putting the stability or security of the farm at risk.**Lessons*** Understanding the SharePoint App Architecture
* Provisioning and Managing Apps and App Catalogs

**Lab : Configuring and Managing SharePoint Apps**After completing this module, students will be able to:* Describe SharePoint apps and the supporting SharePoint infrastructure
* Provision and configure SharePoint apps and app catalogs
* Manage how apps are used within a SharePoint 2013 deployment

**Module 13: Developing a Governance Plan**Governance as it relates to SharePoint can be described as a way of controlling a SharePoint environment through the application of people, policies, and processes. Governance is necessary for all IT systems as a whole, and in particular for SharePoint deployments, which often introduce significant change in business processes, available functionality, and day-to-day working practices. It is important to understand that governance must reflect the needs of the organization and how it should best use SharePoint. Therefore, the IT department cannot be the only body governing SharePoint; input must come from corporate sponsorship across the organization. The IT department must still act as the technical authority for SharePoint; however, this is just a single part of how SharePoint governance must be brought together from different parts of the organization.**Lessons*** Introduction to Governance Planning
* Key Elements of a Governance Plan
* Planning for Governance in SharePoint 2013
* Implementing Governance in SharePoint 2013

**Lab : Developing a Plan for GovernanceLab : Managing Site Creation and Deletion**After completing this module, students will be able to:* Describe the concepts of governance
* Describe the key elements of a governance plan
* Plan for governance in SharePoint Server 2013

**Module 14: Upgrading and Migrating to SharePoint Server 2013**Upgrading your Microsoft SharePoint Server 2010 farm(s) to SharePoint 2013 is a major undertaking, so it is important that you carefully plan the upgrade activities. You need to ensure that your upgrade path—moving from version to version—is supported, that you have reviewed the business impact of your upgrade, and that you test your upgrade strategy to ensure business continuity. As with all such activities, preparation is crucial. In contrast with earlier version of SharePoint, SharePoint 2013 supports only database-attach upgrades for content, but it now supports upgrades for some of the databases associated with service applications. You need to plan for these and ensure that you are prepared for any troubleshooting that may be required. Another change in SharePoint 2013 is the approach to upgrading site collections. These are upgraded separately from the data and service applications. You can also delegate the upgrade tasks to site collection administrators.**Lessons*** Preparing the Upgrade or Migration Environment
* Performing the Upgrade Process
* Managing a Site Collection Upgrade

**Lab : Performing a Database-Attach Upgrade****Lab : Managing Site Collection Upgrades**After completing this module, students will be able to:* Describe how to plan and prepare for your upgrade.
* Explain the steps involved in data and service application upgrades.
* Describe the process for upgrading site collections.
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