

# SHAREPOINT IMPLEMENTATION BEST PRACTICES - FROM DESIGN TO INTEGRATION

*“Streamline Collaboration, Optimize Workflows, and Implement SharePoint Solutions with Confidence.”*

## Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

## Introduction

SharePoint has become a critical platform for enterprise collaboration, document management, and workflow automation. However, successful implementation requires careful planning, best-practice design, and effective integration with organizational systems. The SharePoint Implementation Best Practices - From Design to Integration course provides participants with practical guidance on planning, designing, deploying, and integrating SharePoint solutions. Through real-world scenarios, demonstrations, and hands-on exercises, attendees will learn how to maximize the platform’s capabilities while ensuring adoption, usability, and long-term success.

## Objectives

By the end of this course, participants will be able to:

- Understand SharePoint architecture, features, and capabilities.
- Plan and design effective SharePoint environments aligned with business needs.
- Implement best practices for site structure, permissions, and governance.
- Integrate SharePoint with other enterprise systems and workflows.
- Optimize document management, collaboration, and content sharing.
- Ensure security, compliance, and data integrity in SharePoint solutions.
- Promote user adoption through training and support strategies.
- Troubleshoot common implementation challenges effectively.

## Why Attend

SharePoint is a powerful tool, but improper design and implementation can lead to inefficiencies and low adoption. This course equips participants with best practices to deliver successful SharePoint implementations, improve collaboration, and streamline business processes.

## Target Audience

- IT Managers and System Administrators
- SharePoint Developers and Architects
- Project Managers leading SharePoint initiatives
- Business Analysts and Workflow Designers
- Professionals responsible for collaboration and document management solutions

## Individual Benefits

- Gain hands-on skills in planning, designing, and implementing SharePoint solutions.
- Learn best practices to optimize collaboration and workflows.
- Improve problem-solving and troubleshooting capabilities.
- Enhance professional value in IT and business process management roles.
- Build confidence in delivering successful SharePoint projects.

## Organizational Benefits

- Ensure efficient, secure, and scalable SharePoint implementations.
- Streamline collaboration and document management across teams.
- Reduce implementation risks and increase project success rates.
- Enhance user adoption and satisfaction with SharePoint solutions.
- Standardize processes and governance for long-term efficiency.
- Optimize return on investment in SharePoint and related technologies.

## Instructional Methodology

- Facilitator-led demonstrations of SharePoint architecture and features
- Hands-on exercises in site design, workflows, and content management
- Case studies of successful SharePoint deployments
- Workshops on permissions, governance, and integration strategies
- Group exercises for problem-solving and solution design
- Continuous feedback, Q&A, and collaborative learning sessions

## Course Outline

- Module 1: Introduction to SharePoint – Architecture and Capabilities
- Module 2: Planning a SharePoint Implementation Strategy
- Module 3: Site Design, Libraries, and Lists Best Practices
- Module 4: Managing Permissions, Governance, and Security
- Module 5: Workflow and Process Automation
- Module 6: Document Management and Collaboration Optimization
- Module 7: Integration with Other Systems and Tools
- Module 8: Promoting Adoption and User Training
- Module 9: Troubleshooting and Maintenance Best Practices
- Module 10: Capstone Project – Designing and Implementing a SharePoint Solution

## Certification

Upon successful completion, participants will receive a Certificate in SharePoint Implementation Best Practices, recognizing their expertise in planning, deploying, and integrating SharePoint solutions effectively.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

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