

## Feedback from Rai Umair's previous SharePoint 2010 workshops:

Produced By:

"Very informative, engaging and helpful. Learnt a lot today, a very clear presentation"  
NT Department of Education + Training



"Rai is a passionate speaker and has a strong understanding of business needs"  
Transport Accident Commission

"Great roadmap for implementation"  
Murray Darling Basin Authority

"Really enjoyed the interactive elements, Rai answered all the specific questions and was very honest about the possibility and limitations of SharePoint"  
Monash University



# Best Practice SharePoint Intranets

## Managing documents and collaboration with SharePoint 2010

**Two-day workshop**  
17-18 November 2011  
Medina Grand, Perth

Throughout the two days attendees will gain an understanding of the new SharePoint 2010 platform, discover the business value and learn to implement intranets with SharePoint 2010. The workshop leader will share his insights on best practice implementations, show live demonstrations of the new and improved features of SharePoint 2010, and engage you in interactive discussions and hands-on group work.

### SharePoint 2010 intranets: An introduction

- \* Retaining knowledge and improving culture with SharePoint 2010
- \* Managing documents and collaboration with SharePoint 2010
- \* Meeting compliance and archival needs with SharePoint 2010
- \* Internal communication and relationship building with SharePoint 2010

### SharePoint 2010 intranet: A roadmap

- \* Wicked problems and solutions
- \* Project and operational governance
- \* Information architecture and taxonomy

### SharePoint 2010 intranet: A case study

- \* Putting it all together, making it all work!

#### Facilitator:

Rai Umair is a SharePoint Mentor with Maventor in Melbourne, Australia. Through his consulting, training and writing he helps businesses around the world understand, use and make better decisions about SharePoint.

#### Microsoft Certified Master for SharePoint

Working for a number of consulting practices, Rai has helped clients such as:

the Australian Government  
KPMG  
BMS  
Westpac  
AGL  
Goodman  
Komatsu  
Melbourne Airport  
Lockhead-Martin and South Australia Water to design to deploy and adopt solutions based on SharePoint products and technologies.



**Book before 14 Oct 2011  
to receive your early bird discount!**

# Best Practice SharePoint Intranets

## Managing documents and collaboration with SharePoint 2010

DAY ONE – Thursday, 17 November 2011

### 8.45 Registration and refreshments

### 9.15 Introduction and welcome

Rai will introduce the objectives of the course and discuss how the two days will proceed. Attendees will have the opportunity to participate in a brief 'getting to know you' exercise, so that everyone is familiar with fellow attendees' backgrounds and what they hope to achieve from the two days.

### 9.45 Discover SharePoint 2010 as an intranet platform

- Discover the business value of SharePoint 2010
- Introduction to SharePoint 2010 and its workloads: Sites, Communities, Content, Search, Insights and Composites
- Interactive discussion

### 10.45 Morning refreshments and networking

### 11.15 Understand the features and capabilities of SharePoint 2010

- Internal communication and relationship building with SharePoint 2010
- Retaining knowledge and improving culture with SharePoint 2010
- Managing documents and collaboration with SharePoint 2010
- Meeting compliance and archival needs with SharePoint 2010
- View live demonstrations of new and improved features of SharePoint 2011

### 12.30 Networking lunch

### 1.30 SharePoint 2010 deployment fundamentals

*In this session you'll gain an understanding of the planning considerations for SharePoint 2010 deployment in your organisation*

- Successful and unsuccessful implementations
- When SharePoint 2010 is not the right solution
- SharePoint deployment elements
- SharePoint deployment checklist
- Interactive discussions


### 2.45 Afternoon refreshments and networking

### 3.15 SharePoint deployment group work

*In this session you'll engage in group work exercise and learn about:*

- Wicked problems and solutions
- Project and operational governance

### 4.30 Wrap-up and end of day one



## DAY TWO - Friday, 18 November 2011

### **8.45 Registration and refreshments**

### **9.15 Introduction and welcome**

Rai will introduce the objectives of the second day. Attendees will recap the lessons learnt from the previous day and discuss their expectations for the day to come.

### **9.45 SharePoint Information Architecture**

*In this session you'll learn about Information Architecture and how it related to SharePoint deployments*

- Understand about the SharePoint containment model
- Discover the content usage and information lifecycle
- Interactive discussion

### **10.45 Morning refreshments and networking**

### **11.15 Group work: logical architecture**

*In this session you'll engage in group work and exercise putting a logical architecture in place.*

### **12.30 Networking lunch**

### **1.30 SharePoint 2010 intranet implementation case study**

- Putting it all together, making it all work
- Outlining the objectives, journey, key success factors and lessons learnedSharePoint deployment checklist
- Q&A

### **2.45 Afternoon refreshments and networking**

### **3.15 Final thoughts**

- Getting support
- Networking for the future
- Benchmarking

### **4.30 Wrap-up and end of workshop**

