

Course Title	Introduction to Microsoft SharePoint Online Workshop (For IT Management)
Course Code	SPOL_ITMGT-012018-001
Objective	<p>Introduce the Microsoft SharePoint Online as a platform for organization to better appreciate and understand in detail.</p> <p>This workshop is designed to ensure the attendee will benefit from the theory and concept as well as the hands-on experience.</p>
Benefits	<ul style="list-style-type: none"> • Demonstrate the capability of SharePoint Online as a platform for your group of companies • Demonstrate the possible answer to all the questions you may have • Demonstrate the possible solutions that we can “turn-on” from SharePoint Online. • Awareness of what is the best practises of roll out SharePoint Online • Continue to the learning experience after this workshop with the Office 365 E3 Trial for 30days.
Duration	2.5 days
Time	<p>10.00 am to 1.00 pm (break for 15 minutes)</p> <p>1.00 pm to 2.00 pm (lunch break at own expenses)</p> <p>2.00 pm to 5.00 pm (break for 15 minutes)</p>
Venue	<p>Microsoft Office 1 Marina Boulevard #22-01 One Marina Boulevard Singapore 018989</p>
Class Size	Limit to 08 attendees to have an effective learning experience
Technology	<p>Microsoft SharePoint Online. Subscription to Office 365 E3 Trial to be used.</p>

<p>Notes to Attendee</p>	<p>Attendee has to bring your own laptop (Windows 7 and above) for this workshop.</p> <p>Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013 server. http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</p> <p>Attendee has to ensure that this laptop is able to connect to wifi network.</p>
<p>Workshop Agenda</p>	<ol style="list-style-type: none"> 1. Day One – Introduction to SharePoint Online <ol style="list-style-type: none"> a. Introduction to Office 365 team sites, internal and intranet b. Introduction on SharePoint Site Collection c. Introduction to the out-of-the box applications, such as announcement, document library, picture library, Links, custom list etc... d. SharePoint Online Boundaries and Limits 2. Day Two –EDMS in SharePoint Online <ol style="list-style-type: none"> a. How to Structure EDMS b. SharePoint Online Architecture Consideration c. Discussion and Sharing Session 3. Day Three- Discussion <ol style="list-style-type: none"> a. Discussion b. Q&A
<p>Workshop Facilitator Profile</p>	<ul style="list-style-type: none"> ✓ Has 14 Years of work Experience in information technology. Poses extensive experience in Design, Development and Implementation of information systems using Microsoft Technologies. ✓ Has experience in development and implementation of various applications using Microsoft Technologies included .Net Framework, C#, ASP.NET, ADO.NET, Sql Server and other components of .Net Framework. ✓ Has 10 years of experience in Application Design, Development and Deployment using Microsoft Office SharePoint Server 2001-2016. ✓ Has very good experience in building Collaboration portals (Team sites), ECM Portals, DMS Portals, Extranet and Internet Portals. ✓ Has good experience in Designing & Architect solutions for Integration SharePoint with non-Microsoft systems. ✓ Expert in developing asp.net 2.0 webparts for SharePoint sites using SharePoint 2007/2010 server side & client side object model. ✓ Good experience in Visual Studio & SharePoint Designer 2007/2010/2013 workflows and customization.

	<ul style="list-style-type: none">✓ Good experience in Automatic Deployment using Solution packages, features, STSADM & Power shell.✓ Experience in InfoPath 2007/2010/2013 form designing and publishing.
--	---

Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.