

# Architecting Documents and Records Management Solutions with MOSS 2007

Course Code: MS50050 Two days; Instructor-Led

## Prerequisites

Before attending this course, students must have:

- At least two years working with SharePoint Products and Technologies in any of the following roles:
  - Solution Architect
  - Technical Architect
- At least two years' practical experience as a lead developer (or provided architectural guidance to lead developers) in development projects for SharePoint Products and Technologies.
- Technical expertise in Microsoft Office SharePoint Server 2007.
- At least six months combined experience as a technical and solution architect for Microsoft Office SharePoint Server 2007 projects.
- Led consulting engagements that are focused on the search technologies of Microsoft Office SharePoint Server 2007.
- Experience gathering and analyzing customer requirements.
- Completed course 5060A: Implementing Windows SharePoint Services 3.0
- Completed course 5061A: Implementing Microsoft Office SharePoint Server 2007

## Course Outline

### Module 1: Document and Records Management Architecture

This module explains the document and records management features of Microsoft Office SharePoint Server 2007.

### Lessons

- Document and Records Management Overview
- Document and Records Management Physical Architecture

#### AVANTUS TRAINING PTE LTD

79 Robinson Road #15-04 CPF Building Singapore 068897

Sales Hotline: (65)64163078

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

## **Lab : Using Document and Records Management Features**

- Exercise 1: Using Document Management Features
- Exercise 2: Using Record Management Features

After completing this module, students will be able to:

- Describe document and records management solutions and the reasons for using them.
- Describe the physical architecture of a document and records management solution.

## **Module 2: Architecting a Document and Records Management Solution**

This module describes how to create an architectural proposal for a document and records management solution based on the requirements of all stakeholders.

### **Lessons**

- Architectural Patterns for Document Management
- Documents Management Logical Architecture
- Records Management Logical Architecture

## **Lab : Architecting a Document and Records Management Solution**

- Exercise 1: Investigating Requirements for Document Management
- Exercise 2: Investigating Requirements for Records Management
- Exercise 3: Architecting Your Solution

After completing this module, students will be able to:

- Describe document and records management and the features they include.
- Describe how to create a document management logical architecture that supports functional and non-functional requirements.
- Describe how to create a records management logical architecture that supports functional and non-functional requirements.

## **Module 3: Capacity Planning for Document and Records Management Solutions**

This module describes how to plan for content storage and test a server farm for capacity.

### **AVANTUS TRAINING PTE LTD**

79 Robinson Road #15-04 CPF Building Singapore 068897

Sales Hotline: (65)64163078

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

## Lessons

- Planning Enterprise Content Storage
- Testing a Server Farm for Capacity

## Lab : Testing a Server for Capacity

- Exercise 1: Constructing a MOSSDW configuration file
- Exercise 2: Populating a Server Farm using MOSSDW

After completing this module, students will be able to:

- Describe how to plan for document and records management storage capacity.
- Test a server farm for capacity.
- Present targeted business intelligence data to portal users.

## Module 4: Performance Tuning and Optimization for Document and Records Management

### Solutions

This module describes how to tune and optimize a server farm for document and records management.

## Lessons

- Identifying Performance Bottlenecks in ECM Solutions
- Optimizing Search for Document and Records Management

## Lab : Analyzing Server Load Results

- Exercise 1: Diagnosing Bottlenecks from Performance Data
- Exercise 2: Increasing the Performance of Your Farm

After completing this module, students will be able to:

- Diagnose performance bottlenecks in document and records management solutions.
- Tune a server farm to deliver optimum performance.

## **Module 5: Extending Document and Records Management Functionality**

This module describes how to extend functionality of document and records management by using workflows and other custom options.

### **Lessons**

- Using Workflows to Add Functionality
- Developing ECM Solutions

### **Lab : Developing a Document Management Solution**

- Exercise 1: Developing Custom Workflows
- Exercise 2: Testing the Custom Workflows

After completing this module, students will be able to:

- Describe how workflows can enhance document and records management solutions.
- Describe other custom features that can enhance document and records management solutions.