

## Course Outline

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# 50050 - Architecting Documents and Records Management Solutions with Microsoft Office SharePoint Server 2007



**Duration:** 2 days (12 hours)

### Target Audience:

This course is intended for experienced technical and solution architects who have a minimum of four years' experience with SharePoint Technologies.

### 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

### Topics Covered:

- Module 1: Document and Records Management Architecture
  - Document and Records Management Overview
  - Document and Records Management Physical Architecture
    - Lab 1: 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
  - Architectural Patterns for Document Management
  - Documents Management Logical Architecture
  - Records Management Logical Architecture
    - Lab 2: 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
  - Planning Enterprise Content Storage
  - Testing a Server Farm for Capacity
    - Lab 3: 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
  - Identifying Performance Bottlenecks in ECM Solutions
  - Optimizing Search for Document and Records Management
    - Lab 4: 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
  - Using Workflows to Add Functionality
  - Developing ECM Solutions
    - Lab 5: 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