



IMPLEMENTATION OF MODERN RECORD MANAGEMENT THROUGH SHAREPOINT AND OFFICE 365

MANAGING RECORDS IN SUPPORT OF BUSINESS REQUIREMENTS

FEES

Local Fees K6,500

International Fees \$350

Dates: 19 – 23 August 2024

**AN INTENSIVE 5-DAY TRAINING
COURSE**

VENUE

ZAMBEZI JUNCTION LODGE
LIVINGSTONE, ZAMBIA

REGISTER NOW!



INTRODUCTION

Managing information and records, which are now one of the most valuable assets of the company represents a challenge in the modern world of digitalization where the companies are becoming digital enterprises and the data managed has to get the new names of data lakes and even the data oceans.

As most of the companies use the Microsoft Office programs and therefore the logical solution for the Document Management will be to continue with the use of SharePoint. The people within the companies should be well prepared for the challenges that this is bringing.

Delivering information management solutions on SharePoint can be challenging, as the Microsoft product offers very large number of options. In this training course, delegates will apprehend how to combine the information management knowledge and apply it to SharePoint in ways that make it easy to use today and adaptable to the needs of the future. This training course is ideally suited for any company that needs to build information management solutions on SharePoint, or use the product family related to SharePoint.

This Vision Africa Events training course will highlight the elements, principles and implementation paths for modern information management challenges which require adaptability of the solutions to the realm of Big Data environment and changing specter of regulations.



THIS TRAINING COURSE WILL COVER:

- Enterprise Content Management (ECM) strategy in the modern world
- Records management as a business facilitator for enterprises
- Automating common records management tasks and records capture
- Efficiently managing records throughout their lifecycle
- Enabling and utilizing eDiscovery
- Suitable and unsuitable scenarios for SharePoint usage
- Designing content import strategies using SharePoint
- Utilizing SharePoint components for a better user experience
- Selecting and configuring SharePoint information protection tools correctly

OBJECTIVES

The Delegates will:

- Establish information and documentation procedures and requirements using SharePoint
- Comprehend Information Management in SharePoint and Office 365
- Identify Effective Information Architecture for SharePoint and Office 365
- Gain insight into managing email
- Understand the connection between records management and the cloud
- Implement Privacy and data protection regulations in SharePoint
- Learn how to carry out decommissioning of legacy systems and user information
- Develop Business and functional requirements for a digital record-keeping solution

TRAINING METHODOLOGY

- Emphasis on hands-on training with practical examples from real-life cases
- Interactive training sessions incorporating video materials and ECM success stories
- In-depth lab exercises with SharePoint and Office 365 for delegates
- Real-life cases, implementation challenges, and successful scenarios from various industries will be presented to the delegates

ORGANISATIONAL IMPACT

By adopting structured and effective ECM solutions, the organization will enhance its ability to meet stakeholder and legal needs, reduce costs, and streamline workflow. Implementing ECM solutions, such as those offered by SharePoint and Office 365, will help the organization align with modern requirements.



This is accomplished by:

- Training the workforce to utilize an efficient and concise method for retaining information
- Implementing information management with SharePoint and Office 365
- Demonstrating the advantages of modernizing records management
- Exploring Metadata, its purposes, and origins
- Learning how to effectively gather and implement metadata for digital records using SharePoint and Office 365
- Leveraging SharePoint to maintain the credibility of digital records for eDiscovery

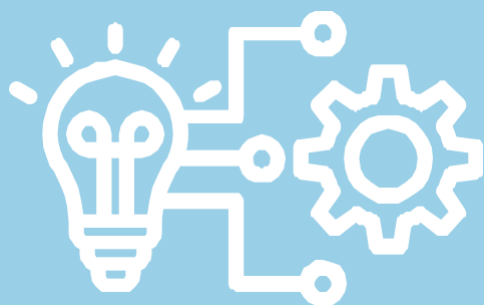




PERSONAL IMPACT

Participants will benefit by gaining a thorough understanding and practical experience in the application and operation of ECM systems through:

- Understanding how to organize document and information management within their company
- Establishing a clear metadata creation process in SharePoint and Office 365
- Learning the procedures for capturing content in SharePoint
- Understanding data protection, implementing eDiscovery, and ensuring security
- Learning how to remove personal data and adhere to GDPR regulations using the SharePoint auditing tool
- Utilizing modern solutions such as built-in SharePoint features to enhance collaborative processes



This Vision Africa Events training course on data analysis, presentation, and graphic design is suitable for a wide range of professionals. It is particularly beneficial for:

- Document Controllers
- Secretaries
- Administrators
- Individuals supporting Management or working in Project Teams
- Marketing Specialists
- Project Managers
- Public Relations Specialists
- Marketing Managers
- Campaign Managers
- Business Development Managers



COURSE OUTLINE

DAY 1

Empowering Business with Records Management

- Managing Enterprise Content across the Record Life Cycle
- Capturing Records
 - Digital Records
 - Paper Records
- Retaining and Disposing of Records
- Records Management in the Cloud

DAY 2

Exploring Records and Document Management in SharePoint and Office 365:

- Understanding SharePoint Online Architecture
- Configuring SharePoint Settings
- Managing Site Administration
- Configuring Search Settings in SharePoint

DAY 3: OFFICE 365

- Office 365 and the Client Device
- Office 365 Supportability
- Architecture of OneDrive for Business
- Change Management in Office 365
- Data Protection in Office 365



DAY 4

Transferring Content to SharePoint

- Stages of Migration
 - Requirements (Discovery)
 - Initial Design (Content Inventory)
 - Final Design
 - Testing Phase
 - Launch Phase
- Migration Scenarios

Day 5

Enhancing Governance, Security, and Compliance through SharePoint

- Ensuring Service Assurance with SharePoint
- Oversight of Permissions in SharePoint
- Crafting User Experience in SharePoint
- Choosing and Setting up Information Protection Tools within SharePoint
- Complying with eDiscovery Requests in SharePoint
- Utilizing GDPR and other Audit Tools for SharePoint



BOOKING FORM

K 6,500.00

PER DELEGATE EXCLUDING VAT,
TRAVEL & ACCOMMODATION

***To attend this event, payment has to be made before the 16TH AUGUST, 2024**

For discounts on group bookings, please email us at info@visionafricaevents.com or call K.Lembela (training@visionafricaevents.com) at +260 978 758 724

CONTACT INFORMATION OF AUTHORIZED SIGNATORY

(Signatory must be authorized to sign on behalf of the company)

Company:

Address:

Contact Person:

Designation: Date:

Tel:

Cell:

Fax:

Email:

Company VAT #:

Authorized Signatory:

DELEGATE LIST

Delegate 1:

Position:

email:

Delegate 2:

Position:

email:

Delegate 3:

Position:

email:

Delegate 4:

Position:

email:

Delegate 5:

Position:

email:

TERMS & CONDITIONS:

(The following terms and conditions will apply)

- Payment is required in full 5 days from date of invoice
- All payments to made directly to Vision Africa Events
- No seats will be reserved, unless Vision Africa Events receives a signed registration form
- Vision Africa Events reserves the right to change speakers, programme content, date & venue due to circumstance beyond our control.
- The signed booking/registration form is a legally binding contract.

Cancellations

All cancellations will be subject to approval by the management of Vision Africa Events. All cancellations made 21 days prior to the date of the booked event will be subject to a 75% cancellations fee. Cancellations made 21 days before the booked event will be subject to 100% cancellation fee. There will be no refunds on Credit Card payments.

PAYMENT METHODS



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Branch code: 301
ZMK ACCOUNT: 3015882912011
DOLLAR ACCOUNT: 3015882912922

Cheques: Made payable to Vision Africa Events

Credit Card: Please fill in your credit Card details below
(Please note that **ONLY VISA & MASTERCARD ARE ACCEPTABLE**)

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Expiry date: 20

Credit Card # :

CVC #:

Card Holder Signature :

SUBSTITUTIONS

- Delegates must inform Vision Africa Events in writing of any substitutions
- Vision Africa Events will NOT charge for substitutions
- Vision Africa Events will NOT be held liable for incorrect Delegate details on Certificates, etc. in the event of substitutions being made on the day of the event or conference.
- In the event of Vision Africa Events having to cancel or postpone an event due to circumstance beyond our control, delegates will be issued with a credit voucher, which may be redeemed for future events or conferences.

Vision Africa Events will not be held liable for travel and accommodation costs outside the conference dates. The event fees include: Seminar / Conference Materials, Lunch, refreshments, but excludes travel & accommodation. Call the events team for help with recommended hotels for the event.