

## WELCOME - SHAREPOINT TRAINING ROADMAP!

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Please see below our [training road map](#) that is designed to help companies develop the skill set that they will require for the roles that are typical as part of a Windows SharePoint Services or MOSS2007 Deployment. Pygmalion is a Microsoft Gold Partner and we have experience in the implementation and Deployment of real live projects. Please see a summary of some of our projects below.

## CONSULTING PROJECTS

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*City Institution - Pygmalion is providing a range of services to a major City of London institution to help their teams to implement a company-wide portal solution. This includes a document management and collaboration capability using Windows SharePoint Services. We were engaged to ensure executive buy-in and sign-off through demonstration and presentation of a proof of concept. We worked with the people and process team, and the technical team to design an 'information architecture' that would meet the long term needs of the business. We are working with the project team to assist with the roll-out of the solution to 1000 people.*

*Leading Formula 1 Racing Team - Pygmalion is providing a range of services to a leading F1 Racing team to assist them in the implementation of a company-wide portal to improve and speed up communications throughout the organisation. We implemented a pilot and we followed this up with a full roll out into production - it is a live and working system.*

*Major US Investment Bank - The bank required high level workshops for their strategy teams to evaluate how Windows SharePoint Services and MOSS2007 could be applied within their business. A Pygmalion consultant was engaged by the Microsoft account manager to help to address the bank's requirements.*

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**Table of Role Based Training – MOSS (Microsoft Office SharePoint Server) & WSS (Windows SharePoint Services)**

All courses are Instructor led and classroom based unless otherwise stated

Job Role Name	Job role Description	Recommended Course	Course Overview	Course Duration
<b>System administrator</b>	This role is responsible for server and database management. Individuals in this role allocate physical infrastructure, install Office SharePoint Server, provision and configure Web applications, and provide for top-level security administration. They are also responsible for deployment practices, SharePoint central administration, monitoring, maintenance, backup and restore, disaster recovery, and management of Shared Service Providers.	<b>MS 5060 -</b> Implementing WSS (Windows SharePoint Services)	Provides the knowledge and skills to successfully implement Microsoft Windows SharePoint Services (WSS) version 3.0. Addresses the architecture of the entire environment, including business and application needs, during the planning and deployment phases. How to perform a clean installation of WSS 3.0 and also describes all the prerequisites required to select the most appropriate method for upgrading WSS from 2.0 to 3.0 in a specific scenario. In addition, the course focuses on how to manage WSS after it is configured.	2 days
	Administrators are responsible for configuring and maintaining each environment, and deploying content, artefacts, and developed site elements between environments. Administrators are typically either farm administrators in the integration, authoring, pilot, or production environments, or administrators of the software configuration management system in the software configuration management environment.  Farm administrators perform the following tasks: <ul style="list-style-type: none"> <li>Maintain farms in the integration,</li> </ul>	PLUS  <b>MS 5061 –</b> Implementing MOSS (Microsoft Office SharePoint Server) 2007	Provides the knowledge and skills required to implement Microsoft Office SharePoint Server 2007 successfully in their organization  Audience The audience for this course is Business Application Administrators (BAAs), Web Administrators and Server Administrators who are engaged in the planning, design, and selection of line-of-business (LOB) applications (including Office SharePoint Server) in conjunction with internal business customers. Their primary responsibility is the deployment, customization, management, and support of LOB applications. They routinely monitor application status and troubleshoot application problems.	3 days

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	<p>authoring, pilot, and production environments.</p> <ul style="list-style-type: none"> <li>• Deploy developed site elements as solutions to the pilot environment after integration testing unless that process is managed by a software configuration management administrator.</li> <li>• Deploy authored content from the authoring environment to the pilot environment using the content deployment features or the Content Migration APIs.</li> <li>• In author-centric approaches, deploy artifacts from the authoring environment to the pilot environment using the content deployment features or the Content Migration APIs.</li> <li>• In author-centric approaches, deploy both artifacts and authored content from the pilot environment to the production environment using the content deployment features or the Content Migration APIs.</li> <li>• In developer-centric approaches, deploy artifacts as solutions to the pilot environment after integration testing, unless that process is managed by a software configuration management administrator.</li> <li>• In developer-centric approaches</li> </ul>			

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	<p>without automated deployment between environments, deploy authored content from the pilot environment to the production environment using the content deployment features in connected deployments or the Content Migration APIs in disconnected deployments.</p> <p>Software configuration management administrators perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Maintain the software configuration management environment, including tools for source control.</li> <li>• Deploy developed site elements as solutions from the software configuration management environment to the integration environment after unit testing by developers.</li> <li>• In some developer-centric approaches that manage deployment centrally from the software configuration management environment, automate processes for deploying all content, artifacts, and developed site elements between environments. This replaces the deployment responsibilities of farm administrators and designers that exist in most approaches.</li> </ul>			

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<b>Solution Architects and Application Builders</b>	<p>The architect is the leader of the development team and envisions the entire project and performs the following tasks:</p> <ul style="list-style-type: none"> <li>• Designs the information architecture of sites for Office SharePoint Server 2007.</li> <li>• Designs the site structure that will be used in the production environment.</li> <li>• Leads in the specification of any developed customizations for artefacts and developed site elements.</li> <li>• Works with information technology professionals to select the environments that will be used to design and build sites, and plan the physical architecture and software required for each environment.</li> <li>• The architect might receive support from program managers and other team members with specific expertise in producing artefacts, developed site elements, or authored content.</li> </ul>	<b>SAB301:</b> Building Enterprise Solutions with SharePoint Server 2007	Provides skills and knowledge to architect solutions using Windows SharePoint Services 3.0 (WSS) and Microsoft Office SharePoint Server 2007 (MOSS) without having to engage in any custom development. How to create business solution using nothing more than the browser and Microsoft Office SharePoint Designer 2007 (SPD). Provide skills and hands-on experience with the most valuable functionality of MOSS Enterprise Edition including its portal and search features and its infrastructure for Web Content Management (WCM), business process automation and Business Intelligence (BI).	<b>4 days</b>
<b>Developers</b>	<p>Within the development environment, one or more developers use development tools such as Microsoft Visual Studio 2005 or Microsoft Visual Studio 2008 and the Microsoft .NET Framework version 3.0 on individual workstations to create developed site elements such as Web Parts or workflows. Developers perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Create new designed site elements.</li> </ul>	<b>MS50064 -</b> Advanced SharePoint 2007 Development	<p>Provides the knowledge and skills to become a top-notch Microsoft SharePoint 2007 Developer. From AJAX to Event Handlers and Features, you will gain important insight into the internal workings of SharePoint 2007.</p> <p><b>Audience</b> This course is intended for experienced SharePoint developers and will guide them through the process of architecting and developing SharePoint applications and customizations.</p>	<b>5 days</b>

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	<ul style="list-style-type: none"> <li>Modify existing designed site elements.</li> <li>Complete unit testing of designed site elements.</li> <li>Submit designed site elements to the software configuration management environment for maintenance and deployment to other environments.</li> </ul> <p>Some developers might also perform one or more of the following additional tasks:</p> <ul style="list-style-type: none"> <li>Produce builds for integration testing.</li> <li>Act as the software configuration management administrator.</li> </ul> <p>In deployments without any need for developed site elements, this role is not necessary.</p>			
<b>Enterprise Content Management Designers</b>	<p>This role is typically found in medium to large sized organisations with large amounts of data and information held in multiple sources and formats. The role takes a holistic view of all information and data used and stored throughout the organisation.</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> <li>Analysing the data and information needs of the organisation.</li> <li>Designing the information architecture</li> <li>Design the business processes for the ECM lifecycle</li> <li>Designing the security model and roles for the ECM lifecycle.</li> </ul>	<b>ECM401:</b> Enterprise Content Management with SharePoint Server 2007	Explores the Enterprise Content Management (ECM) features of Microsoft Office SharePoint Server 2007 (MOSS). Learn to identify the specific content patterns that drive business processes, enabling the building of comprehensive solutions that manage all aspects of the ECM lifecycle, including document security, check-in/check-out, information rights management (IRM), official records and holds, and workflow. Learn how SharePoint Content Types can encapsulate and extend custom content management components, which can then be used to support data gathering via electronic forms (InfoPath 2007), business process automation (Windows Workflow Foundation) and document generation (Open XML).	4 days

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	<p>Designers customize artefacts such as master pages, layouts, cascading style sheets, and site branding.</p> <p>Designers perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Use the configuration settings that are available from the site collection and site settings pages, such as galleries, for site branding and simple customizations of artefacts.</li> <li>• Use Microsoft SharePoint Designer or a similar customization and design tool within the authoring environment to make more extensive customizations.</li> </ul> <p>In author-centric approaches, artefacts are integrated with content on the authoring farm and deployed by using the content deployment features or the Content Migration APIs to the pilot environment for testing. Deployment in these approaches is typically the responsibility of a farm administrator in the authoring environment. In a typical developer-centric approach, the designer deploys artefacts as solutions to the integration farm, where they are packaged with developed site elements to be tested before deployment to other environments. In some developer-centric approaches the software configuration management administrator is responsible for deployment of artefacts by using automated processes.</p>			

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<b>Enterprise Web Content Management Developers</b>	<p>This role is typically found in medium to large sized organisations and work with and support Enterprise Content Management Designers. The role provides custom development of the SharePoint technologies platform, Tasks include:</p> <ul style="list-style-type: none"> <li>• Developing and implementing Information architectures</li> <li>• Developing and implementing Web Content Management sites</li> <li>• Customising sites using SharePoint Designer</li> </ul>	<b>WCM401:</b> (Developing Publishing Sites with SharePoint Server 2007 WCM	Takes developers through the process of building and implementing content-centric websites on the SharePoint platform using the latest release: Microsoft Office SharePoint Server 2007 (MOSS). Learn how to leverage the new concepts in the latest release of SharePoint to build Publishing sites (aka: Web Content Management sites) such as master pages, page layouts, field controls and custom workflows as well as existing SharePoint technologies including custom Web Parts and the provided out-of-the-box Web Parts. Technologies and concepts covered specific to MOSS Publishing sites such as content deployment, support for multilingual sites (variations) and the various types of caching offered to build a well performing site. In addition, an emphasis on using Features and solutions for development is covered throughout this course in addition to using the browser experience and SharePoint Designer 2007.	4 days
<b>Web Content Editors /Web Content Management</b>	<p>Editors /Authors are responsible for creating the content for Office SharePoint Server 2007 sites, using authoring tools—such as the client applications for 2007 Microsoft Office system and Office SharePoint Server 2007—running in a supported browser, such as Internet Explorer. Authors perform the following tasks in the authoring environment:</p> <ul style="list-style-type: none"> <li>• Create content on individual workstations.</li> <li>• Upload content to the authoring site collection in the authoring farm.</li> </ul>	<b>SBU201:</b> Business Users Guide to SharePoint Server 2007	Teaches information workers and content managers how to get started with Windows SharePoint Services 3.0 (WSS) and Microsoft Office SharePoint Server 2007 (MOSS). The course will be taught from the business side of the software, teaching you how to leverage WSS and MOSS to solve business issues you are currently seeing. The course will be hands on walking you through all of the basic features of WSS and MOSS, so that after the course ends you can go back into your environment and implement a solution.	4 days

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	<ul style="list-style-type: none"> <li>Collaborate with other authors using the enterprise content management features.</li> <li>Publish content to a publishing farm.</li> </ul> <p>Content in the authoring environment that is intended for the production environment must be deployed to the pilot environment for testing, and then to the production environment. In both author-centric and the most common developer-centric approaches, farm administrators deploy content between environments using the content deployment features in connected deployments and the Content Migration APIs in disconnected deployments. In some developer-centric approaches, content is deployed automatically through a centrally-managed process by the software configuration management administrator.</p>			
<p><b>Information worker /Power User</b></p>	<p>This role configures and extends site- and list-level feature sets. This includes branding, advanced Web Part features, workflows, and other integration points. Training should include Office SharePoint Designer, and the Shared Service Provider interface for search or other service management (optional); Site Settings; tools such as InfoPath and Office SharePoint Designer; and standard SharePoint site administrator interfaces.</p>	<p><b>SPPU - Power User /Information Worker Workshop</b></p>	<p>This is a workshop designed to provide the skills to create and collaborate within a SharePoint Services environment. Both Windows SharePoint Services (WSS) and Microsoft Office SharePoint Server (MOSS) will be covered during the course. It is designed for experienced users who will be creating, managing and maintaining SharePoint sites within an organisation. Provides skills to:</p> <ul style="list-style-type: none"> <li>Implement team collaboration, information sharing and online communication with SharePoint</li> <li>Create and work with document libraries</li> <li>Create and manage SharePoint sites</li> </ul>	<p>2 days</p>

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			Install and use Web Parts Link Word, Excel, Outlook and InfoPath with SharePoint Customise the appearance of their SharePoint site	
<b>End users</b>	This role accounts for the majority of Office SharePoint Server users and skills will vary greatly. Core daily use will include basic navigation, search, and document management. Transitioning from a traditional file server-based network to a SharePoint store is a significant paradigm shift and some users can encounter difficulty with change. Beyond basic user interface, the focus should be on understanding lists, user interfaces, navigation, workflows, upload, offline, and interaction with client applications.	<b>SPEU -</b> SharePoint Server 2007 End User Training©	Designed to give end users the skills to create and collaborate within a SharePoint environment. Both Windows SharePoint Services (WSS) and Microsoft Office SharePoint Server (MOSS) will be covered during the course. The Course is modularised and students will be provided with easy to reference Tip Sheets to allow faster access to newly learnt skills. Skills provided: Implement team collaboration, information sharing and online communication with SharePoint Create and work with document libraries Create and manage SharePoint sites Customise the appearance of their SharePoint site	1 days

### Further information

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