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# Sharepoint Document Lifecycle Management

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SharePoint Automation - Document Lifecycle Management With Workflows - DEMO Managing Policies and Procedures in SharePoint  
Expiry Date Alerts in SharePoint: Automated Document Lifecycle Management SharePoint Document Management Explained - See the Art-of-the-Possible. SharePoint Document Library Tutorial SharePoint Solves Document Management: High-Speed Overview Legito: Document Lifecycle Management Establish Document Controls using SharePoint | Advisicon SharePoint Folders vs Doc Libraries vs Doc Sets - The RIGHT way to store documents SharePoint Fundamentals: The SharePoint Document Library How to create a Knowledge Base in SharePoint How to use SharePoint Online for Knowledge Management - Microsoft 365 SharePoint - How To Switch From Folders To Metadata How to use SharePoint Document Library - Complete Beginners Tutorial With Pro Tips \u0026amp; Tricks The One MISTAKE Everyone is Making with SharePoint How do I setup SharePoint so that Records Management is easy? SharePoint Saturday - What is Metadata and how to use it Which tool when for files: SharePoint, OneDrive, or Microsoft Teams How to Organize Files in SharePoint | Find Files Quickly with SharePoint Document Storage Lists Managing Controlled Documents with SharePoint Online How to create a SharePoint Document Management System (DMS) SharePoint Power Hour Episode 63: Document Lifecycle - Information Management Policies Learn How To Build A User-Friendly Document Management System Using SharePoint Document Control with SharePoint Contract Lifecycle Management Using Microsoft 365 Document Management and the Business Document Lifecycle Contracts Management System in SharePoint Next Level SharePoint Document Management Advanced SharePoint Document Management Microsoft SharePoint Server 2007 Bible Microsoft SharePoint Online for Office 365 Making Effective Business Decisions Using Microsoft Project SharePoint 2016 User's Guide SharePoint For Dummies Microsoft SharePoint 2010 Administration Learn How to Manage Your Projects with SharePoint Professional SharePoint 2013 Development The Microsoft .NET Platform and Technologies

Enterprise Content Management with Microsoft SharePoint  
Real World Skills for MCITP Certification and Beyond (Exam 70-668)  
Learning Microsoft's Business Collaboration Platform  
SharePoint 2010 For Dummies  
Practical Guidance for Meaningful Business Results  
Practical SharePoint 2013 Enterprise Content Management  
Pro Application Lifecycle Management with Visual Studio 2012  
Special Edition Using Microsoft SharePoint Portal Server  
Beginning Application Lifecycle Management  
Practical SharePoint 2013 Governance  
Microsoft SharePoint 2010 Administrator's Companion

*Sharepoint Document Lifecycle  
Management*

*OMB No. 1038102667239 edited by*

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**KIDD LAYLAH**

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## **MICROSOFT SHAREPOINT SERVER 2007 BIBLE**

Pearson Education  
Solve your content management problems efficiently with Microsoft SharePoint Meet the challenges of Enterprise Content Management (ECM) head on, using rich ECM features in SharePoint 2013. Led by two ECM experts, you'll learn how to build a solid information architecture (IA) for managing documents, knowledge, web content, digital assets, records, and user-generated content throughout your organization. With examples and case studies based on the authors' real-world experience, this practical book is ideal for CIOs, marketing executives, project managers, and enterprise architects. Discover

how to: Design a scalable, easy-to-use content management repository Build an ECM team with specific project governance roles Gain stakeholder support for project and change management Foster user adoption by clarifying general IA concepts Organize content using SharePoint records management tools Configure content types, managed metadata, and site settings Examine processes for managing paper-driven vs. digital content Apply best practices for deploying SharePoint ECM features Support risk management and compliance regulations

**Microsoft SharePoint Online for Office 365** John Wiley & Sons

You can have the best coders in the world working in your teams, but if your project management isn't up to scratch, your project is almost certain to be delayed, to come in over budget, and in some cases to fail entirely. By taking precise control of your application development process, you can make changes, both

large and small, throughout your project's life cycle that will lead to better-quality finished products that are consistently delivered on time and within budget. Application lifecycle management (ALM) is an area of rapidly growing interest within the development community. Because its techniques allow you to deal with the process of developing applications across many areas of responsibility and across many different disciplines, its effects on your project can be wide ranging and pronounced. It is a project management tool that has practical implications for the whole team—from architects to designers, from developers to testers. Pro Application Lifecycle Management with Visual Studio 2012 focuses on the most powerful ALM tool available for the Microsoft .NET Framework: Visual Studio Team Foundation Server. It demonstrates the key concepts and techniques of ALM at first with a guide to the overall methodology, and then delves into architecture and testing—illustrating all of the concepts, tips and tricks using the tools TFS provides. The book serves as a complete guide to the ALM style—with no fluff and many relevant code samples and examples. After reading the book, you will understand how TFS can be used to generate continuous meaningful reporting on your project's health for the decision makers on your team as well as for your project's sponsors.

**Making Effective Business Decisions Using Microsoft Project** John Wiley & Sons

Deliver world-class collaboration capabilities through the cloud Use SharePoint Online to provide today's most advanced collaboration capabilities—without managing your own infrastructure! This concise reference will help you configure and manage SharePoint Online to meet your requirements for

functionality, performance, and compliance. Bill English covers user profiles, security, search, records management, App Catalogs, metrics, and more—to derive maximum value from SharePoint Online. Master the specific skills you need to deploy and run SharePoint Online Choose the version of SharePoint Online that is best for you Manage profiles, properties, audiences, permissions, policies, and MySite settings Use Business Connectivity Services to make SharePoint Online your central hub for all business information Make the most of SharePoint search, indexing, and records and document management Create and manage security and App Catalogs Solve the core issues of governance, risk, compliance, taxonomies, and training **SharePoint 2016 User's Guide** John Wiley & Sons Special Edition Using Microsoft SharePoint Portal Server Que Publishing [SharePoint For Dummies](#) Que Publishing Beginning SharePoint 2013 Development eBook and SharePoint-videos.com Bundle

**MICROSOFT SHAREPOINT 2010 ADMINISTRATION**

Special Edition Using Microsoft SharePoint Portal Server Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management, collaboration, and business process management needs. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as search, workflow, and social) that make up these environments. In the fifth edition of this bestselling book, author Tony Smith walks you through the

components and capabilities that make up a SharePoint 2016 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to get the best out of them. What You Will Learn Create and use common SharePoint resources like lists, libraries, sites, pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention, management, and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all, have used previous versions, have just started using the basic features, or have been using it for a long of time, this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides.

**Learn How to Manage Your Projects with SharePoint**  
Pearson Education

A guide for computer professionals offers a background of the Microsoft Application Platform and SharePoint's relationship to ASP.Net, describes tools needed to build a development environment, and provides tips for enhancing collaboration between programs.

**Professional SharePoint 2013 Development** Apress  
Thorough coverage of development in SharePoint 2013 A team of well-known Microsoft MVPs joins forces in this fully updated resource, providing you with in-depth coverage of development tools in the latest iteration of the immensely popular SharePoint. From building solutions to building custom workflow and content management applications, this book shares field-tested best

practices on all aspect of SharePoint 2013 development. Offers a thorough look at Windows Azure and SharePoint 2013 Includes new chapters on Application Life Cycle Management, developing apps in SharePoint, and building PerformancePoint Dashboards in SharePoint Professional SharePoint 2013 Development is an essential SharePoint developer title.

**The Microsoft .NET Platform and Technologies** Microsoft Press  
Provides information on using Microsoft SharePoint to create Office-compatible Web sites, intranets and portals, and manage business records.

*Enterprise Content Management with Microsoft SharePoint*  
Pearson Education

Special Edition Using Microsoft SharePoint Portal Server is a must-have reference on collaboration using Microsoft's document and collaboration server. The book helps advanced users and administrators understand collaboration, SPS's architecture, using SPS, and finally how to administer the server in their business setting. Topics covered include: defining collaboration, what SPS can do for you, planning back-end infrastructure, planning for SPS security, and daily administration.

### **REAL WORLD SKILLS FOR MCITP CERTIFICATION AND BEYOND (EXAM 70-668)**

John Wiley & Sons  
*Beginning Application Lifecycle Management* is a guide to an area of rapidly growing interest within the development community: managing the entire cycle of building software. ALM is an area that spans everything from requirements specifications to retirement of an IT-system or application. Because its techniques

allow you to deal with the process of developing applications across many areas of responsibility and across many different disciplines, the benefits and effects of ALM techniques used on your project can be wide-ranging and pronounced. In this book, author Joachim Rossberg will show you what ALM is and why it matters. He will also show you how you can assess your current situation and how you can use this assessment to create the road ahead for improving or implementing your own ALM process across all of your team's development efforts. Beginning Application Lifecycle Management can be implemented on any platform. This book will use Microsoft Team Foundation Server as a foundation in many examples, but the key elements are platform independent and you'll find the book written in a platform agnostic way. In this book, you'll learn: What application lifecycle management is and why it matters. The steps necessary for implementing an ALM process. Tips and techniques you can use to gain control of your development efforts. How to implement an agile framework into your ALM process How to achieve traceability and visibility in your projects How to automate your ALM process

*Learning Microsoft's Business Collaboration Platform* Microsoft Press

Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013. Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management (ECM) solutions for an effective and end-to-end information design based on your organization's needs and business requirements.

Inside, you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization's information within SharePoint, collaborating on transitory content, and capturing and controlling your records. You'll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution. You learn how to: Apply a content life cycle model to analyze and understand your organization's information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization's information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect, administrator, consultant, or project manager, and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM.

*SharePoint 2010 For Dummies* Apress

Microsoft® SharePoint 2010 Unleashed Michael Noel Colin Spence Using Microsoft SharePoint 2010 technologies, organizations can bring together, utilize, and collaborate with information from virtually any source. Microsoft SharePoint 2010 Unleashed is the most complete, practical resource for all administrators, managers, architects, users, and power users who want to make the most of this powerful platform. Drawing on their experience implementing SharePoint solutions in hundreds

of organizations, Michael Noel and Colin Spence cover all facets of succeeding with SharePoint: planning, deployment, migration, scalability, administration, security, Microsoft Office integration, workflow and dashboard development, and more. Noel and Spence illuminate the newest SharePoint innovations, from new social networking features to improved search, helping you make the most of both SharePoint Foundation and SharePoint Server 2010. Using easy-to-understand, step-by-step examples, the authors help you streamline administration, optimize performance, control cost, and implement high-value solutions for collaboration, document management, and business intelligence. Architect and implement SharePoint 2010, and migrate from legacy SharePoint servers Perform advanced installations that maximize scalability Monitor, back up, and restore SharePoint environments Maintain the SQL Server databases on which SharePoint 2010 relies Systematically improve edge, transport, and content security Deploy SharePoint in extranets and alternative authentication scenarios Create highly efficient virtualized SharePoint 2010 farms Customize and manage libraries and lists for your specific requirements Design and manage pages and sites for knowledge workers Effectively manage metadata and content types Integrate content using Office Web Apps and Excel, Access, and Visio Graphics Services Create both out-of-the-box and customized SharePoint workflows Develop custom solutions with SharePoint Designer 2010 and Visual Studio 2010 Create BI solutions with PerformancePoint and Business Connectivity Services Govern your SharePoint ecosystem for maximum value Michael Noel, MS-MVP, MCITP, is an internationally recognized technology expert, bestselling

author, and well-known public speaker on a wide range of IT topics. He is the author of 17 books, including Exchange Server 2010 Unleashed, Windows Server 2008 R2 Unleashed, and Microsoft Forefront Unleashed. His books have been translated into more than a dozen languages. Colin Spence, MCP, MCTS SharePoint, has worked with SharePoint technologies for nearly a decade, helping hundreds of clients architect, implement, and manage customized SharePoint solutions. He speaks, publishes, and blogs regularly on SharePoint technologies. Noel and Spence are partners at Convergent Computing, a leading Microsoft partner in the San Francisco Bay area, and co-authors of SharePoint 2007 Unleashed. ON THE WEB: Download all examples and source code presented in this book from [informit.com/title/9780672333255](http://informit.com/title/9780672333255) Category: Microsoft Office 2010 Covers: Microsoft SharePoint 2010 User Level: Intermediate-Advanced *Practical Guidance for Meaningful Business Results* Prentice Hall Ptr Essential SharePoint® 2007 focuses on utilizing Microsoft Office SharePoint 2007 to improve collaboration and decision-making, streamline processes, and solve real-world business problems. Three leading SharePoint consultants systematically address the crucial success factors, intangibles, and "gotchas" in SharePoint deployment—showing exactly how to maximize business value and reduce project risk. Drawing on their unsurpassed experience, the authors walk you through planning and architecting successful SharePoint solutions around the unique needs of your business. Next, they address the operational support and end-user functionality needed to make SharePoint

2007 work—with special attention given to the organizational and political issues that can make or break your project. Learn how to: Define optimal, workable collaboration strategies Build SharePoint applications people want to use Architect SharePoint infrastructure for superior performance, reliability, and value. Provide your customers with state-of-the-art sites, blogs, and wikis Use SharePoint content management to integrate documents, records, and Web content, and make it all searchable Implement forms-based workflow to optimize virtually any business process Quickly build business intelligence solutions using Web-base dashboards and server-based Excel Services Organize and staff SharePoint support teams Migrate efficiently from SharePoint 2003 Whether you're a project manager, consultant, analyst, line-of-business executive, or developer, this book helps you align your SharePoint project with your business strategy—and deliver quantifiable results fast. Preface Chapter 1 Your Collaboration Strategy: Ensuring Success Chapter 2 Office SharePoint Server 2007: High-Impact Collaboration Across the Extended Enterprise Chapter 3 Introduction to the 2007 Office System as a Collaboration and Solutions Platform Chapter 4 SharePoint Architecture Fundamentals Chapter 5 Planning Your Information Architecture Chapter 6 Planning Your Move from SharePoint 2003 to 2007: Upgrade or Rebuild? Chapter 7 Disaster Recovery Planning Chapter 9 Enterprise Content Management: Documents, Records, and Web Chapter 10 Enterprise Search Chapter 11 Making Business Processes Work: Workflow and Forms Chapter 12 Office 2007: Offline Options for MOSS 2007 Chapter 13 Providing Business Intelligence Appendix A SharePoint User Tasks Appendix B OS/Browser/Office Compatibility Index

### **Practical SharePoint 2013 Enterprise Content Management** John Wiley & Sons

A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software. This unique guide is an indispensable resource for anyone who operates within a Project Management Operation (PMO) or is affected by the adoption of project management within an organization. Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives, and who face cost and resource constraints. Because more and more companies are aligning project management with their business strategies, the book not only provides guidance on using Microsoft Project and teaching project management skills, but also includes important information on measuring results and communicating with the executive branch. It also provides valuable guidance in using SharePoint Server for social networking and working within a team. Clearly written and presented, the book: Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics, screen shots, and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels, and it sets a new standard for



training manuals used by businesses that teach courses on project management using Microsoft Project.

*Pro Application Lifecycle Management with Visual Studio 2012*  
Apress

Knowledge management promises concepts and instruments that help organizations support knowledge creation, sharing and application. This book offers a comprehensive account of the many facets, concepts and theories that have influenced knowledge management and integrates them into a framework consisting of strategy, organization, systems and economics guiding the design of successful initiatives. The third edition extends coverage of the two pillars of implementing knowledge management initiatives, organization and systems.

*Special Edition Using Microsoft SharePoint Portal Server* Springer  
Science & Business Media

The global shift toward delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods. There has however been very little information on just how to navigate this change-until now. *Implementing Electronic Document and Record Management Systems* explains how to efficiently store and access electronic documents and records in a manner that allows quick and efficient access to information so an organization may meet the needs of its clients. The book addresses a host of issues related to electronic document and records management systems (EDRMS). From starting the project to systems administration, it details every aspect in relation to implementation and management processes. The text also explains managing cultural changes and business process re-

engineering that organizations undergo as they switch from paper-based records to electronic documents. It offers case studies that examine how various organizations across the globe have implemented EDRMS. While the task of creating and employing an EDRMS may seem daunting at best, *Implementing Electronic Document and Record Management Systems* is the resource that can provide you with the direction and guidance you need to make the transition as seamless as possible.

**Beginning Application Lifecycle Management** John Wiley & Sons

This guide covers evaluating .NET: technical concepts, business opportunities, while understanding .NET protocols, programming interfaces, Visual Studio.NET, XML, and more. Covers each of Microsoft's .NET Enterprise Servers--from BizTalk to SharePoint and beyond.

### **PRACTICAL SHAREPOINT 2013 GOVERNANCE**

John Wiley & Sons

The Only Book That's 100% Focused on Maximizing the Business Value of SharePoint 2013 Essential SharePoint® 2013 approaches Microsoft SharePoint 2013 from a strict business value perspective, helping you plan and implement solutions that achieve effective business results. Leading SharePoint experts draw on their unsurpassed experience to provide business-focused guidance on strategy, governance, planning, deployment, and more. You'll find in-depth insights for success with collaboration, knowledge and content management, governance, and user adoption. The authors help you choose features, organize information, define security models, and



launch your solution. They present best practices for search, workflow, business intelligence, and integrating information from Office 2013 and beyond. Each chapter includes a section introducing new SharePoint 2013 capabilities, from improved site branding to native iPhone mobile apps. Throughout, the authors identify success factors, intangibles, and “gotchas,” helping you reduce risk and time-to-value. Learn how to

- Ask the right questions to craft a plan that maximizes business value
- Efficiently deploy either “green field” solutions or upgrades
- Integrate web, Office, and mobile devices into a comprehensive collaboration solution
- Plan effective governance of content, operations, and applications
- Deliver enterprise content management, integrating documents, data, web content, and rich media
- Use search to help find the right knowledge and people
- Measure and optimize user adoption to increase ROI
- Evaluate the cloud-based SharePoint Online option
- Use social tools to promote deeper user interaction
- Collaborate and communicate with customers, partners, and suppliers
- Quickly create agile solutions with mashups and composites

Whether you're a

business leader, IT manager, architect, analyst, developer, or consultant, this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results. Microsoft SharePoint 2010 Administrator's Companion CRC Press Get to grips with Office 365 through in-depth tutorials and insights from leading experts. Topics covered include Exchange Online, SharePoint Online, Skype Online, and more. This deeply technical book tackles key aspects of online collaboration and business productivity within Office 365. Expert Office 365 is written by a dedicated team of Microsoft Premier Field Engineers (PFEs), and captures advice, best practices, and insights from their experience in the field. What You'll Learn Develop client Web Parts with the new SharePoint Framework Create a recovery plan for SharePoint Online Configure SharePoint Online Hybrid Search and Portals Configure and optimize Exchange Online Optimize collaboration in your organization through analytics insights Who This Book Is For Senior IT pros and developers who wish to master business productivity within Office 365. This book is aimed at organizations that are already on Office 365 or that are currently planning their migration to the cloud.

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