

# SharePoint Training

## Information Architecture

Metataxis offers independent training sessions, focussing on the Information Architecture aspects of configuring your SharePoint 2007 system for documents and records management, business intelligence, search and collaboration.

Metataxis have been involved in many SharePoint 2007 implementations, advising, consulting and configuring the environment for both public and private sector clients. These implementations have allowed us to gain real world experiences of varied solutions to the more intricate information architecture challenges presented by this complex and extensive system.

Traditional information architectures do not fit easily within the SharePoint framework, and without expert knowledge, they can soon become unmanageable and devalued. Training sessions are an ideal way for staff to quickly identify potential problem areas, and use the small group format of our training sessions to identify potential solutions, formulate strategies and ask questions specific to their deployment.

Sessions can be specifically formulated for your organisations information architecture needs. As part of the training package, all attendees will have a complete pack of training materials, and can contact the trainer with follow up questions where necessary.

## The Metataxis Approach

A Metataxis SharePoint Training Session is unique in that it covers both the **technology** and **information architecture** characteristics of your SharePoint deployment.

The technical configuration of your SharePoint is important, but so too is how your information is organised and distributed within your implementation. This information dimension is rarely considered in SharePoint deployments and as a result they can become expensive mistakes.

## Training Sessions

Metataxis believes that being able to show attendees the exact processes and configuration steps involved in recommendations adds value to any training session. As a consequence the trainer will use a "sandbox" environment throughout sessions to give live demonstrations.

## Areas of Training

The precise areas included in the training will vary depending your requirements, but can include any of the following areas:

- Taxonomies, vocabularies and metadata schemas
- Search configuration and integration with search products
- Information architecture for records management
- Site Collection and site architecture
- User permissions and attendant user access model
- Content types, columns and templates
- Libraries, views and folder configuration
- Site plan and high-level user interface
- Workflow and versioning configuration
- Information governance and policies
- Server architecture
- Disaster recovery and backup regime
- Technical and management support capabilities

## Further Information

For further information contact:

Marc Stephenson (Director of Technology)  
marc.stephenson@metataxis.com  
07870 345 378  
metataxis.com

## About Metataxis

Metataxis was formed in January 2002 to provide information architecture and information management consulting services for organisations.

The Metataxis team have between them amassed over 80 years experience in understanding, designing and organising information, including consulting on and implementing numerous SharePoint implementations for a number of private and public sector clients.

## Previous Clients

Some of Metataxis' previous SharePoint clients include: Inter IKEA systems, CBI, Crown Prosecution Service, South of Tyne and Wear PCT, Northamptonshire County Council, Halifax Bank of Scotland, United Utilities, the Development Planning Partnership.