Enterprise Content Management With Microsoft SharePoint

Synopsis

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, youâ ™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 authorsâ ™ 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

Book Information

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Customer Reviews

This book is an introduction to Enterprise Content Management (ECM) with Microsoft SharePoint 2013 with emphasis on governance. The book is well-written and easy to read but gives a slight oversimplified view of using SharePoint as ECM as I will go through. The book is not an introduction to SharePoint and assumes solid SharePoint knowledge. For instance, on page 15 is written "...the

use of proper metadata in content types instead of folders allows a user to slice and dice contents on any number of combinations..." To 'fully understand sentences like that, I recommend to first read one or two other books about SharePoint before reading this one. On page 38 the authors mention that Name and Title are the only user editable metadata default fields. One of the issues in SharePoint is that you can't rename a document when you use groups with "Contribute - without delete" permission levels, the permission level to be used in many ECM systems that have to comply with many regulations. The implication of this is not discussed and then, of course, neither how it can be solved. One way to work around that is to have an identity from a formal document identification series as name for documents (and documents without a title in the title property can have their previous name copied to the SharePoint title column). Then you run into the next SharePoint issue: The SharePoint document ID system is discussed on a single page without any hints about its limitations and how to implement multiple document identification series that works across several site collections in a web application. In depth discussions are missing of approve workflow requirements and where SharePoint fails to support a correct formal approve process; a nasty SharePoint issue never talked about.

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