

MS-300T04-A: Enabling Office 365 Workloads for Collaboration

OBJECTIVE

Transforming teamwork and collaboration inside and outside the organization becomes more critical in a modern workspace. In this course you will learn how to leverage Office 365 Collaboration Workloads to improve your organizations productivity, such as Yammer, Stream, PowerApps, and Flow. We will evaluate available collaborative toolsets and analyze business requirements. You will also learn how to plan and develop governance for digital transformation including user adoption and change management.

This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization.

This is the last in a series of four courses for the Teamwork administrator. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.

COURSE TOPICS

Module 1: Evaluating Office 365 Collaboration Workloads

Office 365 includes many features that can be used to build collaboration solutions. The core component for building collaboration solutions is SharePoint Online, but other features such as Yammer and Stream can also be used. You need to understand how SharePoint Online and other Office 365 features compare with third-party solutions when designing your solution. You also need to be able to analyze business requirements to ensure that your solution meets business needs.

Lessons

- Evaluating available technological tools
- Analyzing business requirements

After completing this module, students will be able to:

- Evaluate available technological tools
- Analyze business requirements

Module 2: Planning and Developing Governance

Successful deployment and management of information technology (IT) requires a consistent and well-defined methodology. Governance is the processes that you follow to define the policies and procedures for deploying and managing IT, including collaboration solutions. You need to consider governance for application management, user adoption, change management, and monitoring.

Lessons

- Developing Governance for digital transformation
- Implementing application management governance
- User adoption and change management
- Monitoring collaboration solutions

After completing this module, students will be able to:

- Develop governance for digital transformation

- Implement application management governance
- Manage user adoption and change
- Monitor collaboration solutions

Module 3: Managing Office 365 collaboration workloads

In Office 365, there are many apps and features that you can use for collaboration. You need to understand how to configure these apps and features to meet the needs of your organization. In this module, you will learn about management of Office 365 groups, Power BI, Microsoft Stream, Yammer, Flow, and PowerApps.

Lessons

- Managing Office 365 collaboration workloads
- Managing Stream capabilities
- Managing Yammer capabilities
- Managing Flow and PowerApps capabilities

After completing this module, students will be able to:

- ManageOffice 365 collaboration workloads
- ManageStream capabilities
- ManageYammer capabilities
- ManageFlow and PowerApps capabilities

PREREQUISITES

Learners should start this course already having the following skills:

- Experience with Windows PowerShell
- Basic understanding of Active Directory and Azure AD
- Basic understanding of mobile device management, and alternative operating systems (Android and macOS)

TRAINING APPROACH

This course includes lectures, course notes, exercises and hands-on practice.

COURSE DURATION

Bundle course in 3 days

Time: 9:00am to 6:00pm

Lunch Time: 1:00pm to 2:00pm

CERTIFICATION COMPLETION

A certificate of completion is provided for all trainees attending the course.