

110 Knowledge Exchange Administration using Metastorm Knowledge Exchange 6.2



Course Syllabus

Important Facts:	1 day 65% Lecture/Demonstration 35% Hands-on Exercises/Questions
Target Audience:	Business Analysts, Business Architects, Six Sigma or Lean practitioners, and IT professionals responsible for acting as administrators for Knowledge Exchange repositories and notebooks
Class Objectives:	<p>After completion of this one-day class, the student will be able to:</p> <ul style="list-style-type: none">• Articulate the concepts of objects, models, notebooks & repositories• Articulate the support Metastorm Knowledge Exchange provides to Metastorm ProVision• Using Metastorm Knowledge Exchange (server)<ul style="list-style-type: none">– Articulate the purpose of model and object check-out/check-in– Articulate the purpose of cross-notebook sharing– Perform administrative functions for Knowledge Exchange (manage repositories, notebooks, users, groups, access rules, modeling languages, custom properties, relational extracts, monitoring and logging) <p>Note that this class does not cover Metastorm KE installation.</p>
Prerequisites:	This is an introductory level course without any prerequisites though prior usage of or training in Metastorm ProVision is helpful. Familiarity with computer fundamentals and project management is a plus.
Topic Outline:	Day 1 <ul style="list-style-type: none">▪ Introduction▪ Metastorm Knowledge Exchange & ProVision Basics<ul style="list-style-type: none">○ Structure○ KE Usage○ KE Navigation○ Exercise & Summary▪ KE Users & Groups<ul style="list-style-type: none">○ Login / Logout○ Users○ Groups○ Exercise & Summary

- KE Access Rule Administration
 - 7 Levels of Control
 - Exercise & Summary
- KE Repository & Notebook Administration
 - Managing Repositories, Notebooks & Notebook Versions
- KE Repository Architecture and Notebook Content Management
 - Cross-Notebook Sharing
 - Standards, Development, Staging, Production & Archive Repositories
 - Organization for Governance
- KE Custom Property Administration
 - Exercise & Summary
- Additional KE Server Administration Functions
 - Scheduled Tasks
 - E-Mail Settings
 - Security
 - Modeling Languages
 - Model Warehouse
 - Server Settings
 - Monitoring
 - History
- Course Summary & Next Steps