Whitepaper

CGI GetMyTeam

The All-In-One Tool for Microsoft Teams Governance

CGI

„CGI GetMyTeam is exactly the solution we were looking for. There are no monthly costs like with and the one-off costs pay for themselves in less than three years. Considering the fact that we can make extensive adjustments ourselves at any time, this was without question a very profitable investment."

Karsten Koschewski (Head of IT, Elbe-Werkstätten)

In a technologized world of work, clearly defined structures offer numerous advantages for making recurring processes as efficient as possible. However, it becomes problematic if the desired software infrastructure does not provide the necessary tools to map these rules and processes accordingly.

Hamburg's largest employer for people with disabilities, "Elbe-Werkstätten", also faced this problem when they wanted to establish Microsoft Teams as part of their planned extensive M365 transformation to make digital collaboration ready for the future.

After a thorough analysis of the challenges "Elbe-Werkstätten" faced in implementing their Teams environment, the all-in-one CGI GetMyTeam solution was built on the low-code foundation of Microsoft's Power Platform and Azure Logic Apps to bring together all aspects of MS Teams governance in one single tool.

We are proud to say that "Elbe-Werkstätten" are more than satisfied with the result.

One of the most important unique selling points is certainly the low-code basis on the Microsoft Power Platform and Azure Logic Apps. For the CGI consultants as well as for the client's IT staff, this results in numerous advantages compared to conventional development using classic programming languages.

The main focus is on the massive time savings and the possibility of being able to track all visual and functional changes without detours.

Microsoft Teams governance without compromise

templates are designed and introduced. The user simply selects whether it should be a team for an organizational unit, a project or an external group, for example. All settings are automatically set correctly and then submitted to an administrator for approval. The same concept applies to required SharePoint pages.

The required templates can be defined in the admin interface down to the smallest detail according to the technical requirements of the team type. The main features of the template function are:

A critical problem in establishing Teams has been deciding what the creation process of new teams should look like. If the users are given complete responsibility, problems quickly arise with regard to unwanted name changes and breaches of security regulations. The result is uncontrolled growth in which overview is quickly lost. If users are not sufficiently informed about the central settings of teams, e.g. how the corresponding permissions should be set, this can also lead to security risks. For this reason, we have developed an application process based on predefined Teams

- Naming conventions (e. g. ABT- or PROJ-)
- Management of external users
- Number of owners/members required
- Management of approvers
- Visibility of template types
- Management of templates
- Automatic resubmission and deletion of teams
- Tab management
- Management of members and guest users

These and other aspects can be initially defined in advance by the responsible administrators and specialists from the business units, so that the later users can concentrate on the important aspects of their daily collaboration in Teams.

During the go-live process of Microsoft Teams, the administrators are also confronted with the task of creating a large number of required teams, for example for business units (departments and work groups). Especially with larger clients, this can mean a massive expenditure of time that unnecessarily takes up resources. Thanks to the integrated function for creating templates, any number of teams can be created with just one click, which directly correspond to the requirements without any further configuration.

As each team created is based on a template, it automatically receives a resubmission or deletion date, depending on what was stored in the template setting.
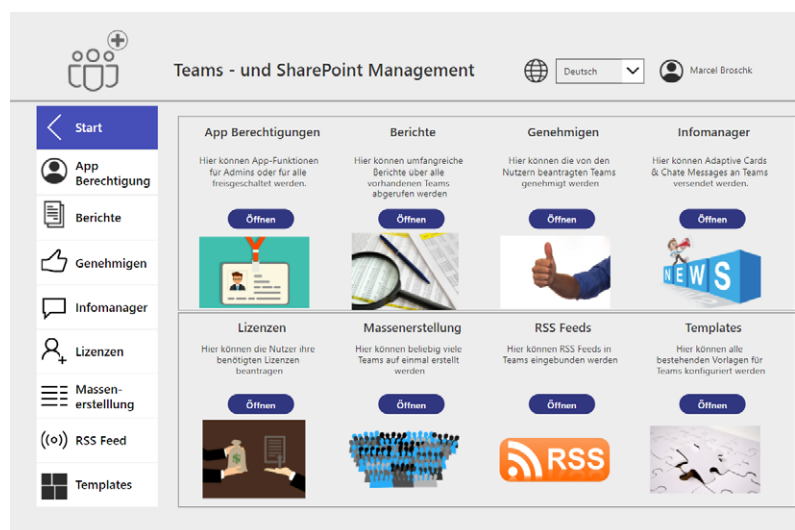
After the deadline, the team is automatically submitted for resubmission, and if it is no longer needed, all created and existing documents of the team are copied to a team archive. All existing team members and responsible persons then have access to the migrated folder. This includes shared documents, planner data and lists, which are stored in an Excel file, as well as all exchanged messages, which are logged in a Word document.

It is possible to assign multiple owners to a team to provide redundancy in case one of them is not available to make desired changes. In contrast, it is also possible to create teams entirely without owners, which can be managed only by GetMyTeam administrators.

In addition to these main features, GetMyTeam offers a variety of useful quality-of-life features to make working with Microsoft Teams even more efficient. The central notification function, for example, allows users to send important information either as a direct message or as an „adaptive card" to all teams or, for example, only those of a certain layout type.

If users need additional licenses, they can conveniently request them via the corresponding menu in the app, where administrators can give their approval directly. In terms of user support, we have strived to ensure that all users can learn as much as possible about the tool's many features, as well as about teams in general, on their own. Extensive, easy-to-understand documentation on the integrated modules as well as numerous videos can be accessed directly in GetMyTeam.

As part of the M365 transformation project, "Elbe-Werkstätten" also required individual solutions for participation and meeting management. These were developed as optional add-ons provided for GetMyTeam, ensuring seamless integration into existing workflows. This modular extensibility ensures that we can continue to optimally adapt the tool to the individual needs of other customers in the future.

So far, additional solutions for managing projects and studies have been created, and the next add-on for integrating an automated onboarding process for new employees is already in the works in collaboration with "Elbe Werkstätten". The goal is to build up an extensive add-on catalog based on the Microsoft Power Platform over time.

We are sure that GetMyTeam is a solution that will not only help "Elbe-Werkstätten" but many other companies in the future. Due to the attractive pricing model, the ease of use and the unlimited scalability, a wide range of customers can benefit, from small and medium-sized companies to global corporations.

We are very grateful to have worked with "Elbe-Werkstätten" on this project. They did an excellent job of showing us the detailed issues a company faces when setting up a governance structure for teams. In this way, we were able to create a solution that really covers the entire spectrum of tasks in this area to achieve compliance and the best possible user experience in every respect

„The individual extensibility through add-on modules
was certainly one of the main reasons why we considered
GetMyTeam to be the best solution for our project.
The fact that the essential tools for us, namely investment
and meeting management, can be accessed directly from
teams has significantly improved our daily workflows and
noticeably increased productivity."

Karsten Koschewski (Head of IT, Elbe-Werkstätten)

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Über CGI

We are a global IT and business process services company
founded in 1976. Today we are represented by 85,500 employees
at 400 locations in 40 countries. Our flexible end-to-end services
include strategic IT and business consulting, systems integration,
managed IT and intellectual property at the top level. We help our
customers transform their business into an agile organization and
use our IP solutions to accelerate innovation. Through intelligent
systems integration, we drive our customers' IT modernization;
with our Managed IT Services and Business Process Services,
we help them mitigate cost pressures and make the most of their
technology supply chains.

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