

## A good policy for your Teams environment

### WHAT

Microsoft Teams is part of your Microsoft 365 environment and focuses on digital collaboration and communication. With this application, you get a range of collaboration tools for team communication and project management.



Given the important strategic added value of communication and certainly of collaboration, it is advisable to introduce Microsoft Teams within a **well-defined framework** in your organisation. In this framework of governance for Microsoft Teams, **agreements and rules** are established within which work is done.

### Key points



Collaboration management



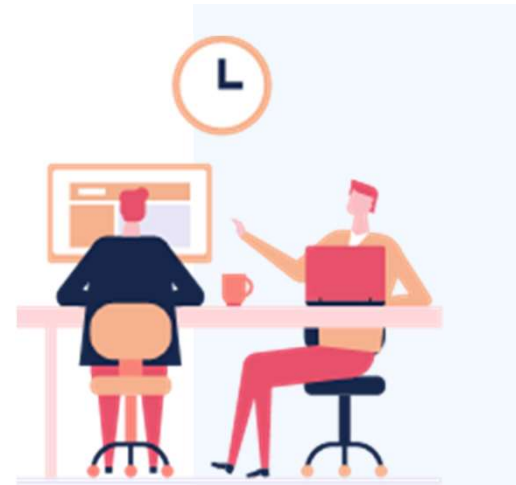
Lifecycle of a Team



Policies & agreements

## WHY

This session is meant for (IT) managers who want to strategically integrate Microsoft Teams into the organisation within an organised framework. Teams is central to the functioning of an organisation, which makes it important that there is a set of clear rules and agreements about its use. A clear communication about the expectations around governance ensures a **uniform use**.



## 2 benefits



Uniform use of Teams

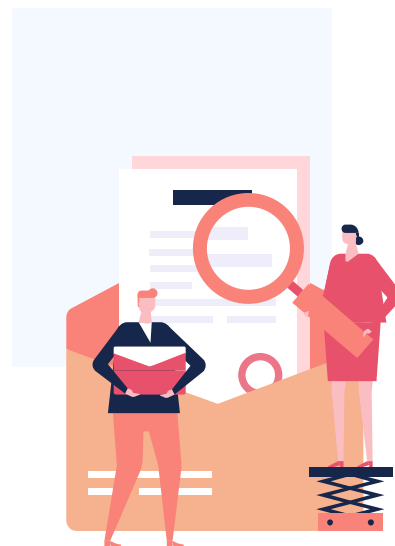


Kickstart for a Teams rollout



## HOW

In this session, we will extensively go through the **possibilities of governance in Microsoft Teams**. We'll use a **questionnaire** to determine which policies need to be applied in your environment and how the users of Teams will experience this. The next exercise is to determine how the **life cycle of a Team** will look like in your organization. Who is allowed to create Teams and how will Teams be created? Which elements should be present in the name of a Team? How will they be used? And when may a Team be closed? It is important to find the balance within governance between guidelines and effective rules so that this can be done optimally for both the user and IT.



## Deliverables



Define policies



Demo different functionalities



Team lifecycle Overview



Q&A

## Contact us

for more information.



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