



## Building Knowledge Platforms with Microsoft 365 & Copilot

Two-Day Enablement Workshop

DataCiders SD&C GmbH

### Agenda – Day 1

#### Foundations & Knowledge Hub Prototyping

Block	Topic	Workshop output
A	Knowledge platform scope, personas, and success criteria	Personas, baseline issues, draft success criteria
B	SharePoint information architecture: sites, libraries, metadata, taxonomy	Information architecture and metadata model v1
C	Hands-on: Build initial SharePoint Knowledge Hub	Prototype v1 (structure, templates, views)
D	Hands-on: Build initial SharePoint Knowledge Hub (continued)	Building Knowledge Platforms with Microsoft 365 & Copilot — Two-Day Enablement Workshop assets

### Agenda – Day 2

#### Automation, Governance & Roadmap

Block	Topic	Workshop output
E	Power Automate: ingestion and approval	Workflow templates v1 and runbook notes
F	Lifecycle automation: tagging, notifications, review, and archiving	Lifecycle automation templates and control triggers
G	Governance: roles, access controls, and compliance	Governance guidelines (labels, retention, DLP, access) v1
H	Roadmap and handover	30-60-90 day plan, prioritized backlog, and acceptance criteria



## **Methodology**

- Discover:** Inventory knowledge sources, personas, and pain points
- Envision:** Define target information architecture, governance, guardrails, and success metrics
- Build:** Implement SharePoint hub prototype and Copilot scenario patterns
- Automate:** Implement ingestion, QA/approval, and lifecycle workflows
- Govern:** Finalize roles, controls, measurement, and scale roadmap
- Notes:** Terms, conditions, and pricing are custom to each engagement.