Microsoft 365 Governance

4-week track

WEEK 1 >

INTRODUCTION TO M365 GOVERNANCE

- Overview of Microsoft 365 services and capabilities
- Understanding the importance of governance for optimizing Microsoft 365 usage
- Capture as-is situation and identify (prioritized) organizational needs and challenges

WEEK 2 >

DATA CLASSIFICATION AND PROTECTION

- Define global information architecture
- Strategies for data classification based on sensitivity and implementation of data protection policies and controls.
- Integration of Microsoft 365 security features for safeguarding sensitive information.

WEEK 3 >

COMPLIANCE AND POLICY ENFORCEMENT

- Overview of compliance features in Microsoft 365.
- Implementing compliance policies and reporting.
- Enforcing governance policies to ensure regulatory compliance.

WEEK 4 >

SUMMARIZE AND IMPLEMENTATION

- Define change plan
- Assign and train ambassadors / champions in the organization
- Define roadmap for next steps

CLOSURE

KEY OUTCOMES

- Participants gain practical insights through hands-on exercises.
- Strategies for optimizing Microsoft 365 collaboration and productivity.
- Enhanced security measures and compliance protocols implemented.
- Participants equipped to manage Microsoft 365 effectively post-workshop.

M365 GOVERNANCE / TIMELINE