

Management Workshop for Microsoft Teams and SharePoint (1 day)

This workshop serves to identify the technologies used. In addition, it is intended to show what is possible on the subject of governance and Microsoft Teams. The aim of the workshop is to establish the gap of unused governance possibilities and to create a plan how this gap can be closed.

Analysis of the existing situation in the company

- Which methods, which technologies and which tools are currently used?
- Breakdown of the components to be considered (Active Directory, MS Teams, Planner, etc.)
- Are users currently building their own Teams, or are there specifications?

Developing the desired situation

- Is an approval workflow needed to request a new Team or SharePoint site?
- What is the default Active Directory setting?
- Do different Teams need a different lifespan?
- Are there company-specific requirements for templates and process?
- Is there a concept for naming Teams and what could it look like?

Conclusion

- Summary of the necessary measures.

Agenda

Part 1

- Governance Assessment
- Governance Beginners Guide
- Analysis of the current situation
- Identifying use cases and defining templates
- Microsoft out-of-the-box governance features for Teams and apps
- Theory for governance guide & best practices
 - Naming conventions
 - Lifecycle
 - Classifications
 - Metadata

Part 2

- Disabling the team creation
- Creating classification labels
- Checking the team settings in the Teams admin center (governance)
- Putting theory into practice
 - Templates
 - Naming conventions
 - Lifecycle
 - Classifications
 - Metadata
- SharePoint
- Define next steps