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Microsoft Teams Governor

PROBLEMS FOUND IN OUR CUSTOMERS

- Uncontrolled Teams growth
- O365 User Administration needed
- No option to configure “metadata” associated with a Team to facilitate identification by owner, department, categories, expiration date, etc.
- No option to define templates

Objectives

Offer a Microsoft Teams administration and governance tool that solves the problems encountered and provides added value with extended functionalities.

Benefits

Added value

- Approval flow for Teams creation
- Teams created from Templates
- Tag categorization and search form Teams
- Delegated administration: Roles based Application vs O365 admin user
- Use of prefixes to distinguish O365 groups
- Configure custom lifecycle policies

2 use modes: Administrator team control vs user control with governance (new Teams creation and audit policies compliance)

Operational advantages

- Not interfere with standard Teams functionality
- Reliable and Scalable application
- High Availability
- Ease of evolving with new features
- Security: https, encrypted database for sensitive information, data keeps in Teams storage

2 Deployment options: provided as SaaS or in your own Azure infrastructure

- 1.Global Configuration
- 2.User Preferences
- 3.Tags Module
- 4.Teams Administration
- 5.Approval Workflow
- 6.Adoption Dashboard



GLOBAL CONFIGURATION

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NAMING POLICIES

- Prefix, Suffix, and Allowed Characters

CREDENTIALS

- Service principal and Global Admin Credentials

LIFECYCLE POLICY

- All, selected or none

APP USERS

- Users tool: roles administrator, validator, user

SMTP SETTINGS

- Sending Notifications by Mail



USERS PREFERENCES

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NOTIFICATION

- Receive notifications on the expiration date of a Team



TAGS MODULES

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EXISTING TAGS

- List of available tags

NEW TAG

- Name, background color, font color
- Tag preview



TEAMS ADMINISTRATION

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EXISTING TEAMS

- Query by name and tags

TEAM DETAILS

- Associate Tags to a team

TEAM LIFECYCLE

- Specify expiration date
- Notification and Renewal Options

CONFIGURATIONS TEAMS

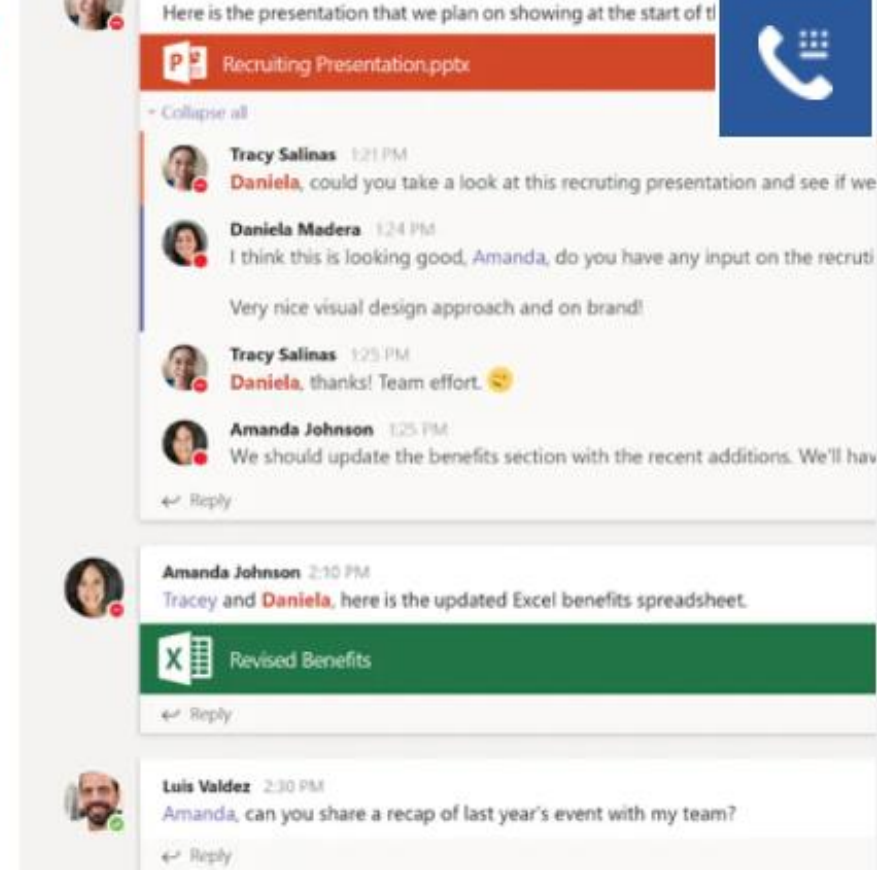
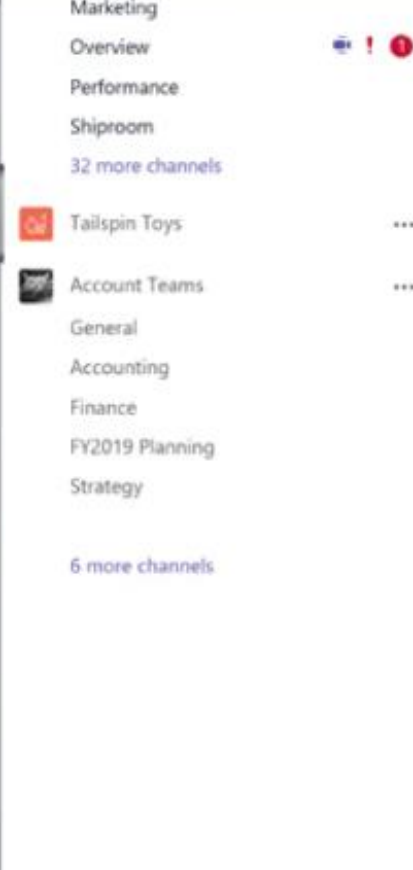
- Member Settings, Guest Settings, Messaging Settings, Fun Settings

TEAM MEMBERS

- Management of equipment components
- Owners Establishment

CONSULTATION OF APPLICATIONS AND CHANNELS

- Information about Team applications and channels



APPROVAL WORKFLOW

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PENDING CHANGES

- Validator: List of changes pending approval

CHANGE DETAILS

- Approval/Rejection of Change

MY REQUEST CHANGES

- User: List of requested changes

AUDITS

- Validator: List of changes made



ADOPTION DASHBOARD

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TEAMS USAGE

- % Active Users
- Teams Health: messages and meetings
- Files activity: Teams and OneDrive

DECREASE MAIL USE TRENDS

- Emails sent
- Exchange storage in use

KPIs

- Trend lights

GAMIFICATION

- Teams activities ranking



ROADMAP

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TEMPLATES

- Templates management
- Create a template from existing Team
- Create a template from scratch

TEAMS

- Create a Team from another one: selection of elements to be copied
- Create a Team from a template

REPORTING

- Tool audit data

ARCHIVING AND DELETION

- Teams Archiving and Deletion Actions



SCREENSHOTS

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☰ Teams Governor
↻ ↗ ?

- 🏠 Home
- ⚙️ Settings
- ✓ My Preferences
- 🏷️ Tags
- 👤 Teams
- ☑️ Pending Changes 3
- ⚙️ My Requested Changes 2
- 🕒 Audits

Settings

- NAMING POLICIES
- CREDENTIALS
- LIFECYCLE POLICY
- APP USERS
- SMTTP SETTINGS

Application users

🔍

ADD APPLICATION USERS

	Administrator	Validator	Name	Email	Actions
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Diego Palla Nogueira	diego.palla@tokiotadev.onmicrosoft.com	-
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fernando Escolar	n/a	-
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Adrian Farias Manrique	adrian.farias@tokiotadev.onmicrosoft.com	-
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Kilian Henares Ramirez	kilian.henares@tokiotadev.onmicrosoft.com	-
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edgar Rosendo Pulido	n/a	-
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pedro Sanchez Casas	n/a	-

Total items: 6

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The screenshot shows the 'Teams Governor' interface. The top navigation bar includes a hamburger menu, the text 'Teams Governor', and icons for refresh, share, and help. A left sidebar contains navigation options: Home, Settings, My Preferences, Tags, Teams, Pending Changes (with a red '3' badge), My Requested Changes (with a red '2' badge), and Audits. The main content area is titled 'Editing team: "TeamBuilding Activities"'. It features a vertical list of settings on the left: DETAILS (selected), TEAM LIFECYCLE, MEMBER SETTINGS, GUEST SETTINGS, MESSAGING SETTINGS, FUN SETTINGS, TEAM MEMBERS, APPLICATIONS, and CHANNELS. The 'DETAILS' section includes a 'Tags' field with a 'People' tag and a close icon. Below this is the 'Team owners' field, which contains 'Adrian Farias Manrique'. The 'Display name' field is set to 'TeamBuilding Activities' and the 'Email Nickname' field is set to 'TeamBuilding'. A 'Description' field contains the text: 'Definition of activities for causing a group of people to work together effectively as a team, especially by means of events designed to increase motivation and promote cooperation.' At the bottom of the settings area, there is a toggle switch for 'Is public' which is currently turned off. At the bottom right of the main content area, there are two buttons: 'CANCEL' and 'SUBMIT'. The footer of the page contains the text '東京 Tokiota S.L. © 2019'.

The screenshot displays the 'Teams Governor' application interface. On the left is a navigation sidebar with options: Home, Settings, My Preferences, Tags, Teams (highlighted), Pending Changes (3), My Requested Changes (2), and Audits. The main area is titled 'Team list' and includes a search bar, a filter dropdown for 'Filter teams by tags', and an 'ADD TEAM' button. A table lists 10 teams with columns for 'Is public', 'Display name', 'State', 'Tags', and 'Actions'. The table contains the following data:

Is public	Display name	State	Tags	Actions
	Valoración del desempeño	created		
	TestGroupExternalO365	created		
	Certificación y Calidad ISO	created		
	Area energias renovables	created		
	FCB	created		
	POCs MJ	created		
	Formación O365	archived		
	SIE	archived		
✓	P024P.00134-Proyecto 4	archived		
	TestGroup365	archived		

At the bottom of the table, there are pagination controls showing page 1 of 3, and a total count of 'Total items: 29'. The footer of the application reads '東京 Tokiota S.L. © 2019'.

The screenshot displays the 'Teams Governor' application interface. On the left is a navigation sidebar with the following items: Home, Settings, My Preferences, Tags, Teams, Pending Changes (with a red notification badge '4'), My Requested Changes (with a red notification badge '3'), and Audits. The main content area is titled 'Reviewing changes on team "Valoración del desempeño"'. At the top right of this area are three buttons: 'BACK TO LIST' (blue), 'REJECT' (red), and 'APPROVE' (green). Below the title is a table with two columns: 'Field' and 'Diff'. The table contains two rows of data:

Field	Diff
/owners/1	+ Adrian Farias Manrique adrian.farias@tokiotadev.onmicrosoft.com
/users/1	+ Adrian Farias Manrique adrian.farias@tokiotadev.onmicrosoft.com

At the bottom right of the application window, the footer text reads '東京 Tokiota S.L. © 2019'.

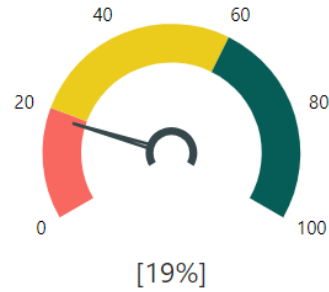
The screenshot shows the 'Teams Governor' application interface. On the left is a navigation sidebar with the following items: Home, Settings, My Preferences, Tags, Teams, Pending Changes (with a red notification badge '4'), My Requested Changes (with a red notification badge '3'), and Audits. The main content area is titled 'Create tag' and contains a form with the following fields: 'Name' (containing 'Marketing'), 'Background color' (set to '#9475D2' with a color picker icon), and 'Font color' (set to '#FFFFFF' with a font color icon). Below the form is a 'Tag preview' section showing a purple pill-shaped tag with the text 'Marketing'. At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT'. The top right of the application window features a refresh icon, a red arrow icon, and a help icon. The footer of the application displays the text '東京 Tokiota S.L. © 2019'.

The screenshot displays the 'Teams Governor' interface. On the left is a navigation sidebar with the following items: Home, Settings (highlighted in blue), My Preferences, Tags, Teams, Pending Changes (with a red notification badge '4'), My Requested Changes (with a red notification badge '3'), and Audits. The main content area is titled 'Settings' and contains a section for 'NAMING POLICIES' with the sub-heading 'Naming policies'. This section includes three configuration fields: 'Group prefix' with the value 'ESP_' and a checked 'Is Required?' checkbox; 'Group suffix' with an empty field and an unchecked 'Is Required?' checkbox; and 'Allowed display name characters' with the value 'abcdefghijklmnopqrstuvwxyz0123456789_-'. A note below this field reads 'Leave it empty to allow all characters'. A blue 'SUBMIT' button is located at the bottom right of the settings area. The footer of the page contains the text '東京 Tokiota S.L. © 2019'.

Dashboard Ejecutivo

Período mensual de integración de datos

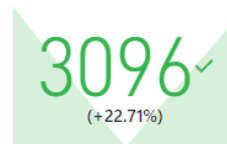
Teams: % Usuarios Activ...



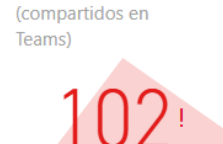
Cantidad: Usuarios Activos

70/365

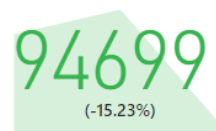
Salud de Teams (mensaj...



Actividad de Ficheros (compartidos en Teams)



Mails Enviados



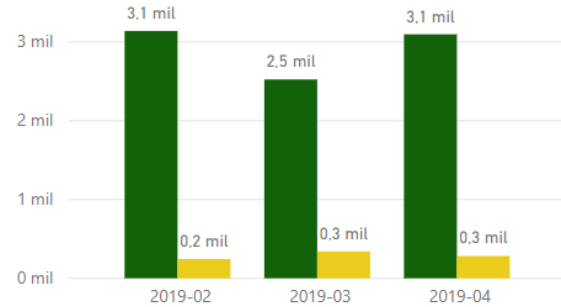
Media de mails enviados por usuario



Datos referidos al último mes

Salud de Teams

● Mensajes ● Reuniones

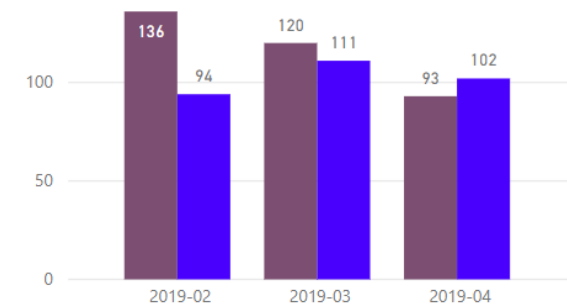


Distribución por usuarios de mensajes en el último mes

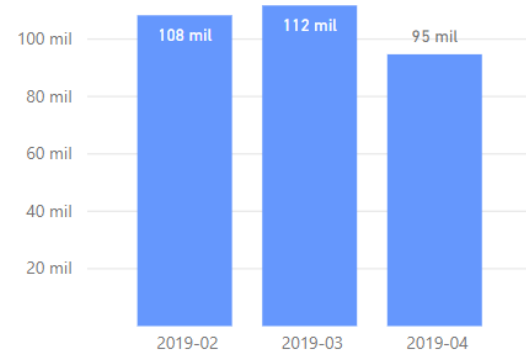


Actividad de Ficheros

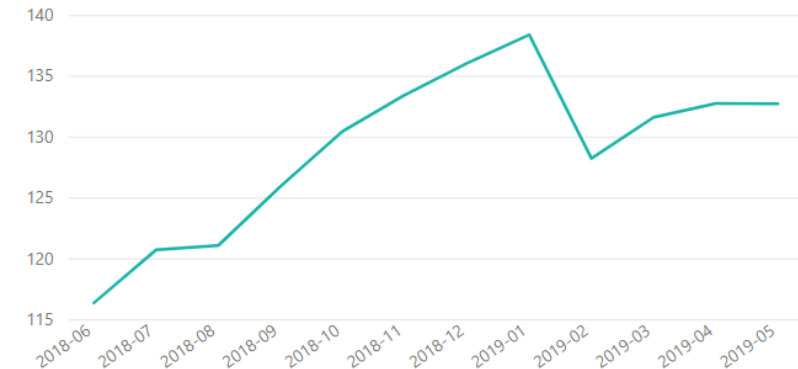
● Ficheros compartidos en OneDrive ● Ficheros compartidos en Teams



Mails Enviados



Espacio en TB utilizado en mail para todo el grupo (excepto Chile)



Dashboard Gamificación

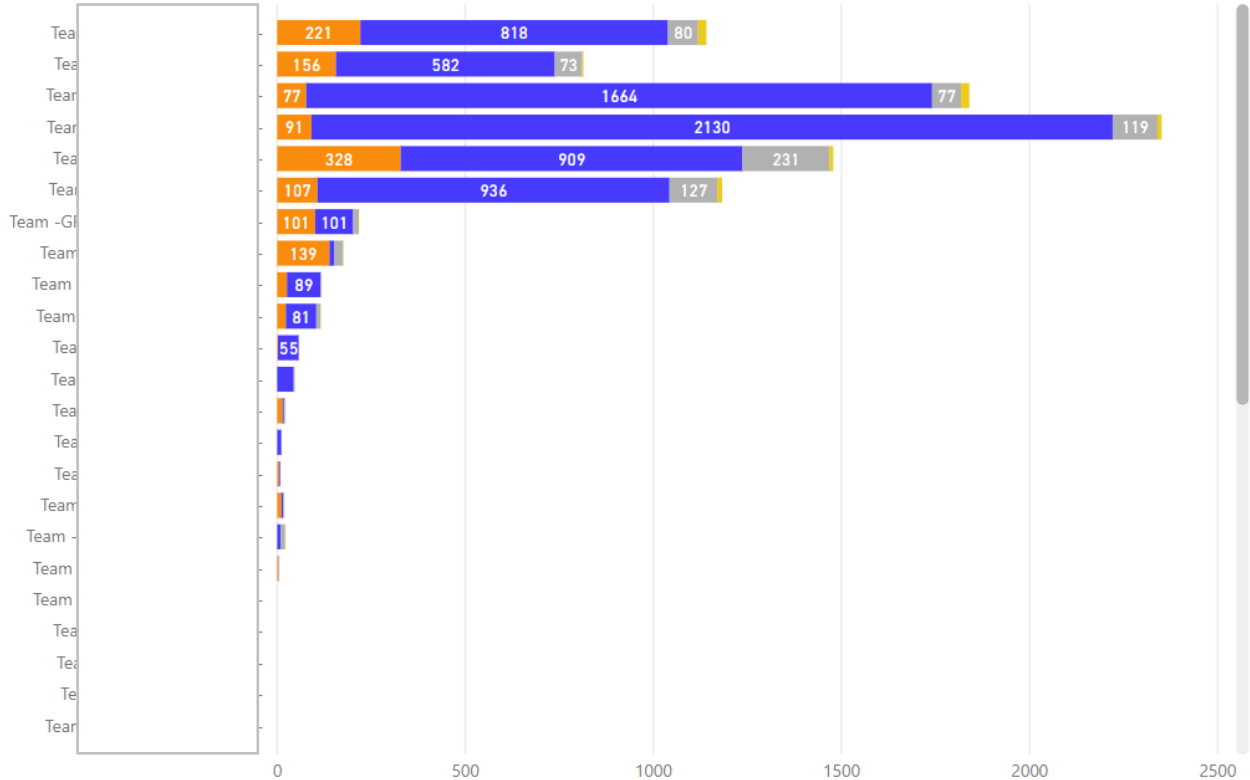
Período mensual de integración de datos

TimeFrame

- Seleccionar todo
- 2019-02
- 2019-03
- 2019-04

Utilización Teams: Actividad total equipo

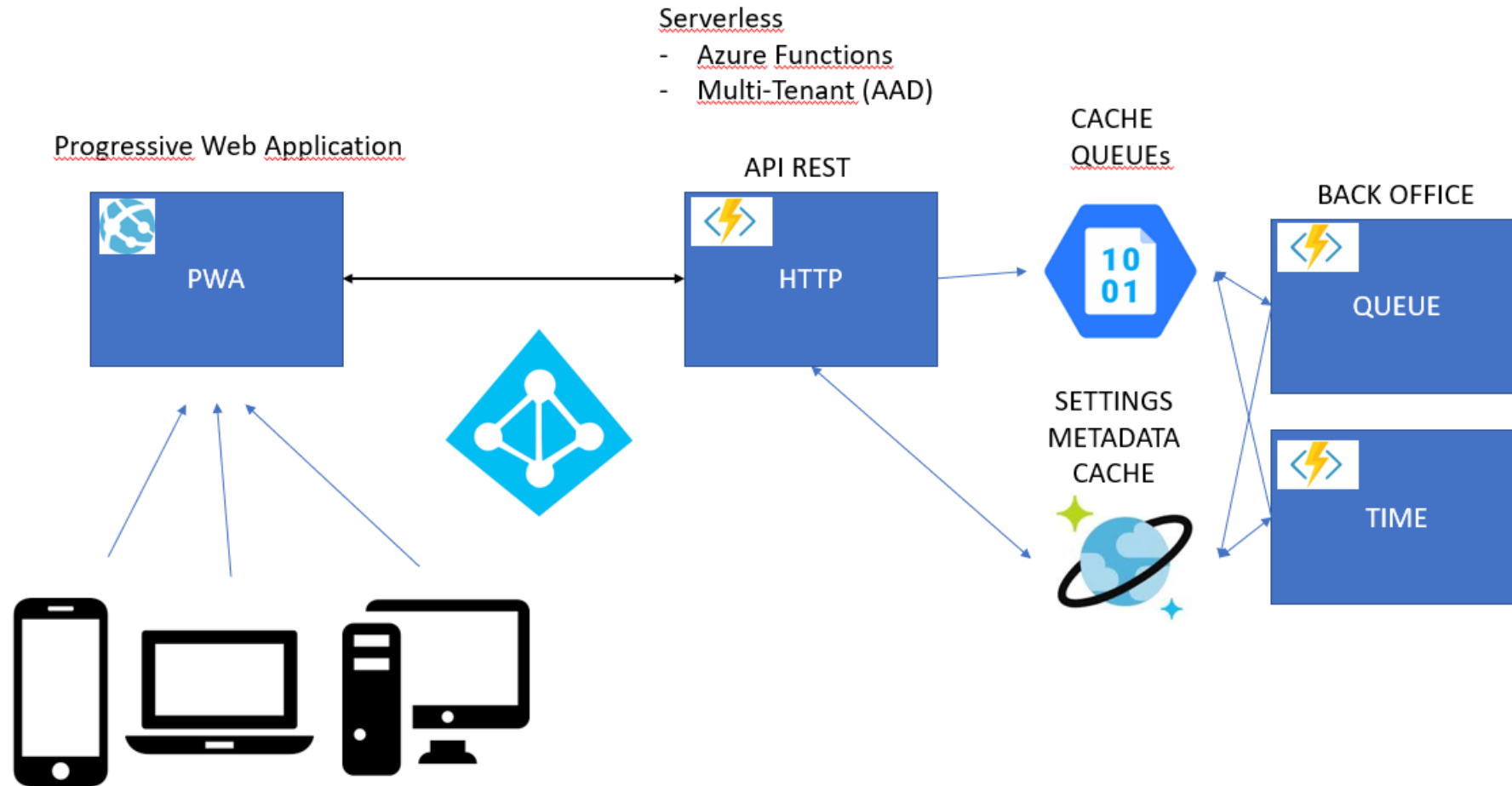
● Teams_ChannelMessage ● Teams_ChatMessage ● Teams_MeetingParticipate ● Teams_CallParticipate





AZURE MULTI-TENANT ARCHITECTURE

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BARCELONA

A CORUÑA

