

Teams Professor

Whitepaper



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What is Teams Professor?

Are your users actively deploying Teams or SharePoint sites, and is there a lack of overview? Is each team or site set up with slight variations? Additionally, are you seeking a method to gain control over sites and teams and archive them from a centralized location? In that case, Teams Professor proves to be a valuable addition to your organization, seamlessly complementing your Microsoft 365 environment.

To start with, the proliferation of sites and teams. Our advice is always to restrict and control the creation of groups and sites in combination with this tool, limiting it to a few administrators within the tenant. Subsequently, requests can go through Teams Professor, providing control over the new sites or teams.

When requesting a team or site, your colleagues can choose from a template and submit it. An administrator checks this for proper naming and ensures there is a valid reason. Subsequently, the site or team is automatically deployed.

Manually setting up a SharePoint site or team is time-consuming. Additionally, you want the sites or teams to have the same structure, making it easy for your colleagues to understand. Therefore, templates are an ideal way to automate this process.

With this solution you achieve enhanced control over a standardized structure for, for instance:

Project SharePoint sites or teams;

- Customer sites;
- Extranet sites;
- Product SharePoint sites or teams;
- Departments;
- School or class teams;
- Collaboration SharePoint sites or teams;
- Etc.

These sites or teams need to be cleaned up or archived once the collaboration or project is completed. Through Teams Professor, activity can be monitored, and sites can be archived either automatically or manually.

Vision

Teams Professor originated from a need to deploy and manage SharePoint sites and teams more effectively. Microsoft lacks a tool that consolidates these functions and enables seamless execution. This is where the Teams Professor steps in. The guiding principle is always to stay aligned with Microsoft. Even in the face of changes at Microsoft, Teams Professor will adapt. For instance, in the archiving process, the tool aligns with Microsoft's capabilities, and the product will continue to evolve accordingly in the future.

Why Teams Professor?

- **Time-saving:** a site is automatically created and updated, eliminating the need for an administrator/employee to do it manually.
- **User-friendliness:** employees have the option to choose a template with corresponding functionality on their own. This can be particularly useful for setting up project organizations or project management more effectively in Teams or SharePoint.
- **Uniformity and recognizability:** a limited selection of templates promotes consistency.
- **Control:** track who requests a site and when, including an approval process.
- **Management:** tools for managing sites or teams in the tenant, using expiration dates to provide insights into usage, including optional automatic archiving.
- **Integrations:** Through the API and the custom connector in Power Automate, connections with other systems are possible.
- **Microsoft-minded:** Teams Professor is built with the latest technologies to stay current with future developments, and its processes align with Microsoft's.

Functionalities

Requesting and deploying sites or teams

With Teams Professor by Puur ICT, you can automate the deployment of teams or sites using a pre-defined structure. This could include a standard folder structure or channels with predefined tabs, essentially creating a template. Multiple templates can be developed, providing end-users with the flexibility to choose from various options.

An end-user has the ability to request a new site or team, providing essential details such as the name, owners, and members. Subsequently, the administrator can automatically deploy the requested site or team through an approval process.

Currently, the following options are supported in the templates:

- Owners and members;
- Channels and tabs;
- Document libraries or lists;
 - Including columns;
 - Including column formatting;
 - Including content types;
- Folders;
 - Including text replacement, for example: "Folder [Site Name]";
- Document sets;
- Office templates;
- Pages;
- Site or team image;
- SharePoint navigation;
- Default web parts on SharePoint pages;
- OneNote;
- Planner (with predefined tasks and buckets);
- Site settings;
- Group settings;
- Prefix on name and alias;
- And more... (new or missing components can also be added upon consultation).

The following parameters can be provided:

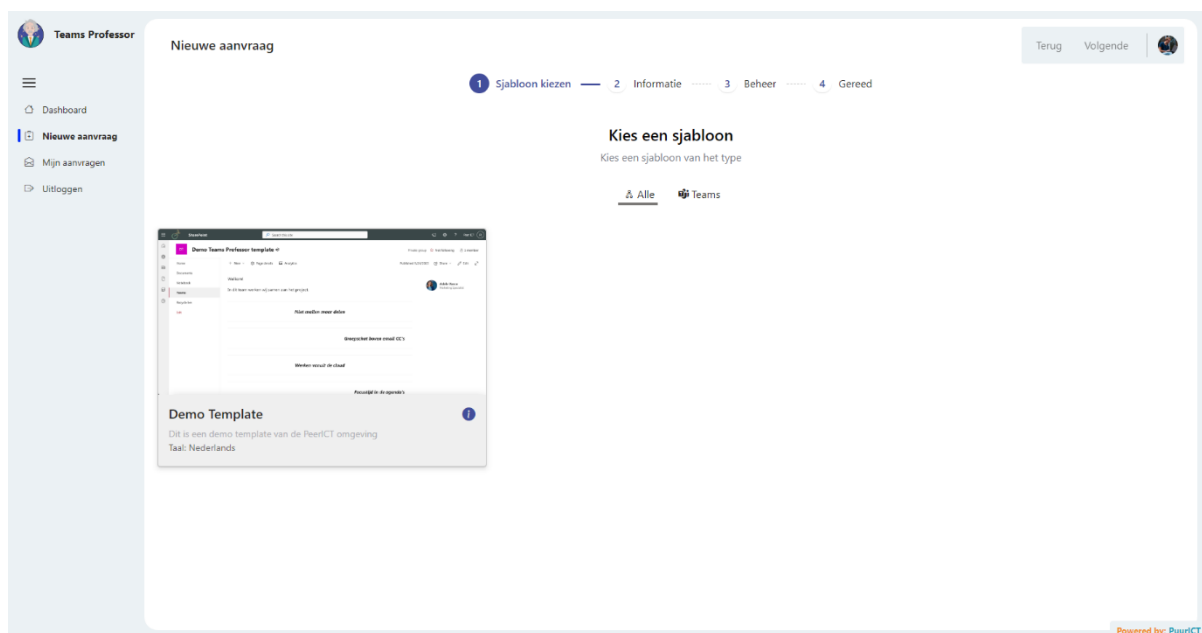
- Name;
- Owners;
- Members;
- SharePoint URL (alias and also the email address of the Microsoft 365 group);
- Description;
- Public or Private;
- Hub site (link and register as).

Site and/or team templates

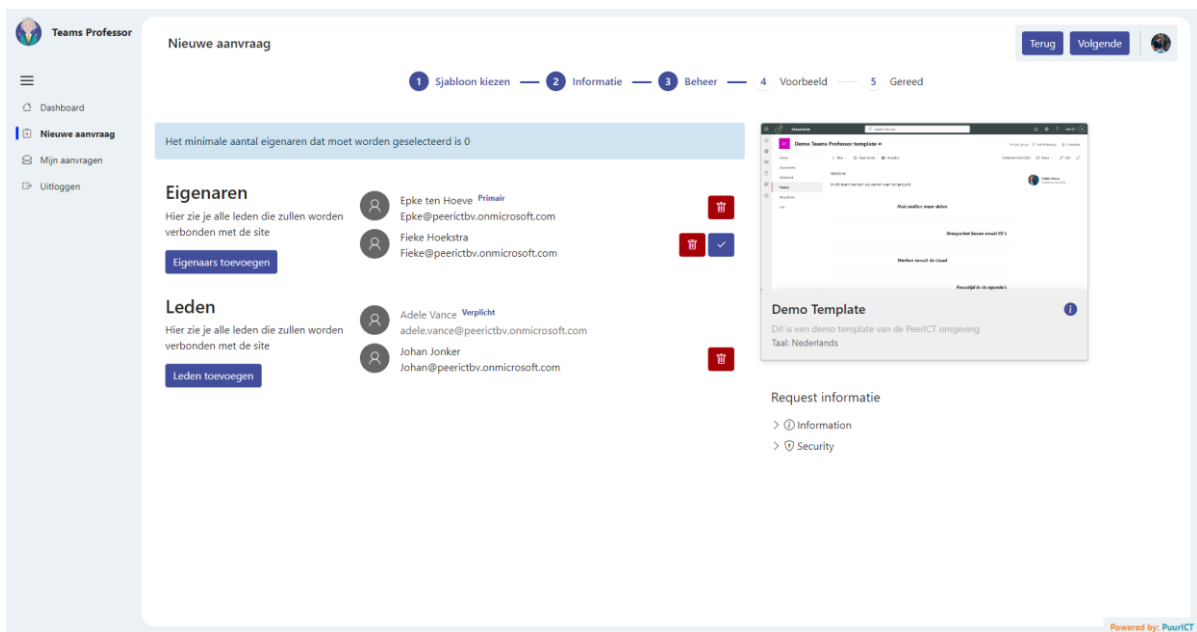
Templates are collectively developed through consultation. We start by considering a prototype on which the template is based. In the future, we aim to make this available for administrators within the Teams Professor.

Request Process Steps

1. As a user, you want to create a new site for your department, project, or process.
2. You review all available templates and then select the one that best fits your preferences and needs.



3. You enter the desired name and provide the owners and members.



Nieuwe aanvraag

Het minimale aantal eigenaren dat moet worden geselecteerd is 0

Eigenaren
Hier zie je alle leden die zullen worden verbonden met de site

- Eigenaars toevoegen**
- Epke ten Hoeve *Primaar*
Epke@peerictbv.onmicrosoft.com
- Fieke Hoekstra
Fieke@peerictbv.onmicrosoft.com

Leden
Hier zie je alle leden die zullen worden verbonden met de site

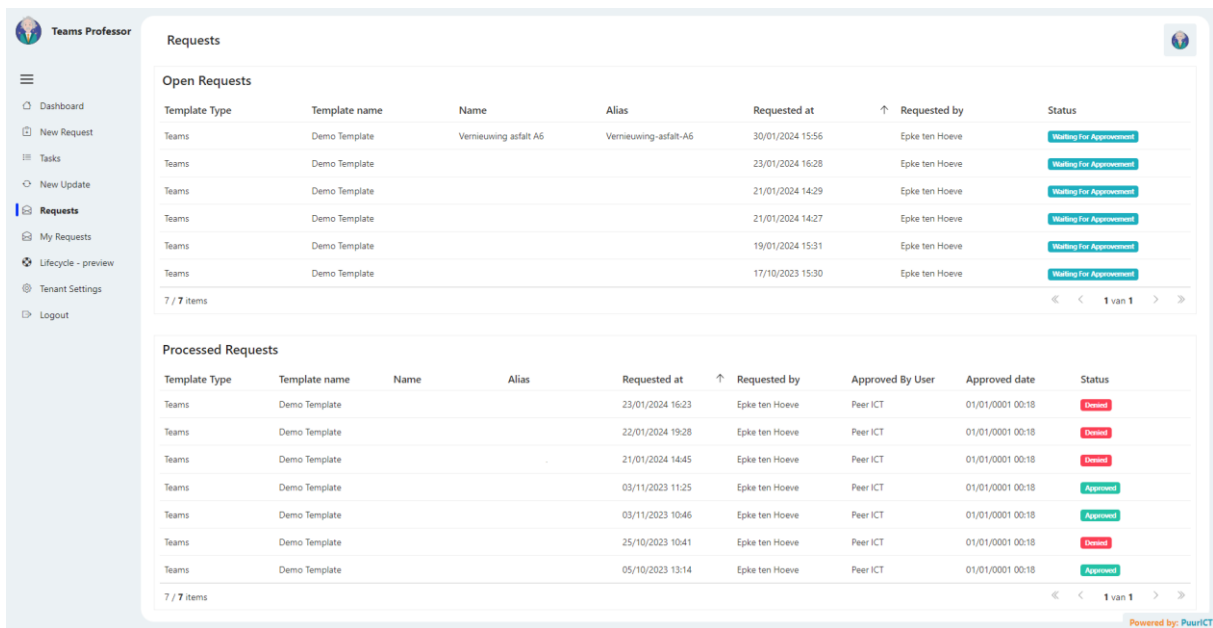
- Leden toevoegen**
- Adele Vance *Vergplicht*
adele.vance@peerictbv.onmicrosoft.com
- Johan Jonker
Johan@peerictbv.onmicrosoft.com

Demo Template
Dit is een demo template van de PeerICT omgeving
Taak: Nederlands

Request informatie
 > Information
 > Security

Powered by: PuurICT

4. You request the site with the corresponding template through an approval process.



Requests

Open Requests

Template Type	Template name	Name	Alias	Requested at	Requested by	Status
Teams	Demo Template	Vernieuwing asfalt A6	Vernieuwing-asfalt-A6	30/01/2024 15:56	Epke ten Hoeve	Waiting for Approval
Teams	Demo Template			23/01/2024 16:28	Epke ten Hoeve	Waiting for Approval
Teams	Demo Template			21/01/2024 14:29	Epke ten Hoeve	Waiting for Approval
Teams	Demo Template			21/01/2024 14:27	Epke ten Hoeve	Waiting for Approval
Teams	Demo Template			19/01/2024 15:31	Epke ten Hoeve	Waiting for Approval
Teams	Demo Template			17/10/2023 15:30	Epke ten Hoeve	Waiting for Approval

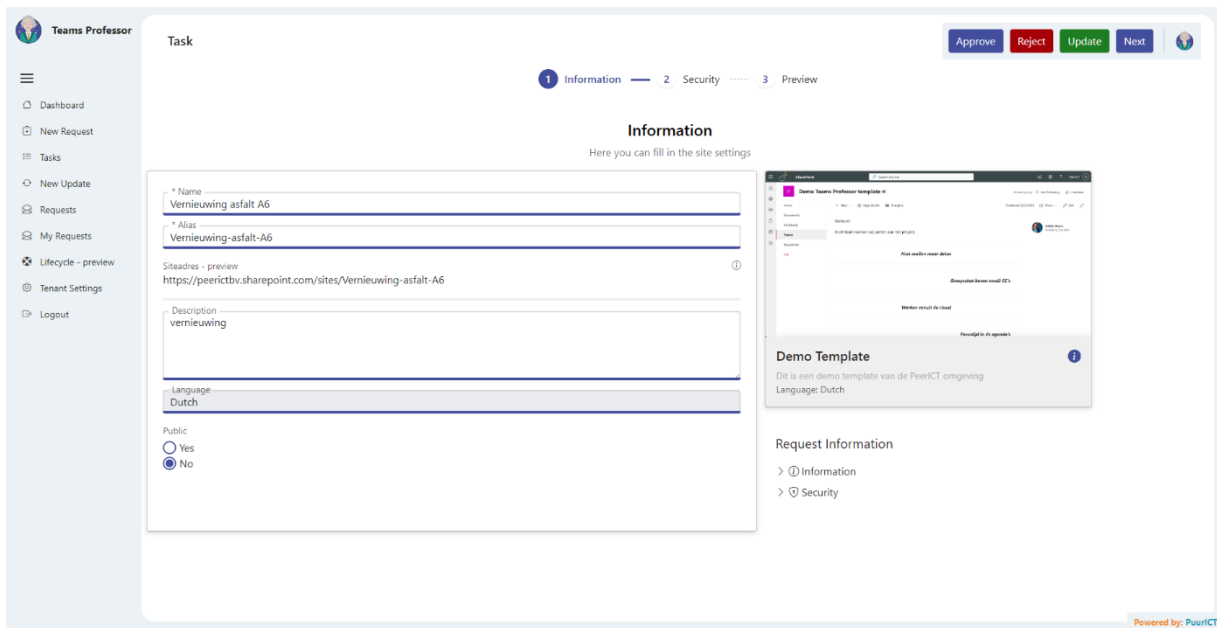
7 / 7 items

Processed Requests

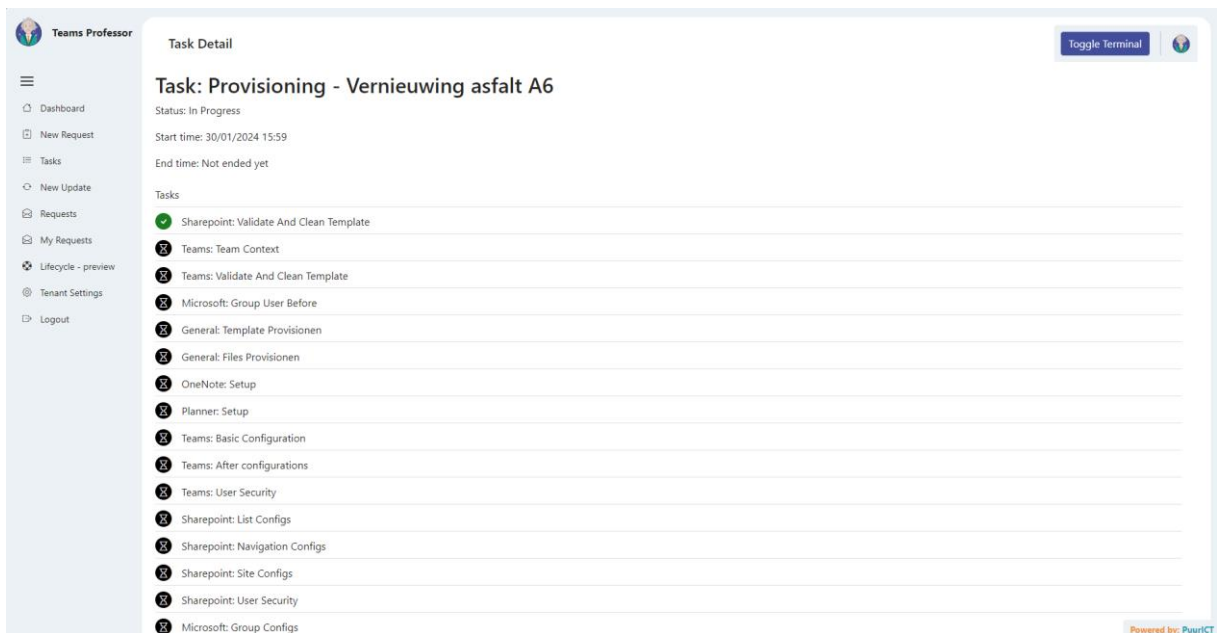
Template Type	Template name	Name	Alias	Requested at	Requested by	Approved By User	Approved date	Status
Teams	Demo Template			23/01/2024 16:23	Epke ten Hoeve	Peer ICT	01/01/0001 00:18	Denied
Teams	Demo Template			22/01/2024 19:28	Epke ten Hoeve	Peer ICT	01/01/0001 00:18	Denied
Teams	Demo Template			21/01/2024 14:45	Epke ten Hoeve	Peer ICT	01/01/0001 00:18	Denied
Teams	Demo Template			03/11/2023 11:25	Epke ten Hoeve	Peer ICT	01/01/0001 00:18	Approved
Teams	Demo Template			03/11/2023 10:46	Epke ten Hoeve	Peer ICT	01/01/0001 00:18	Approved
Teams	Demo Template			25/10/2023 10:41	Epke ten Hoeve	Peer ICT	01/01/0001 00:18	Denied
Teams	Demo Template			05/10/2023 13:14	Epke ten Hoeve	Peer ICT	01/01/0001 00:18	Approved

7 / 7 items

Powered by: PuurICT

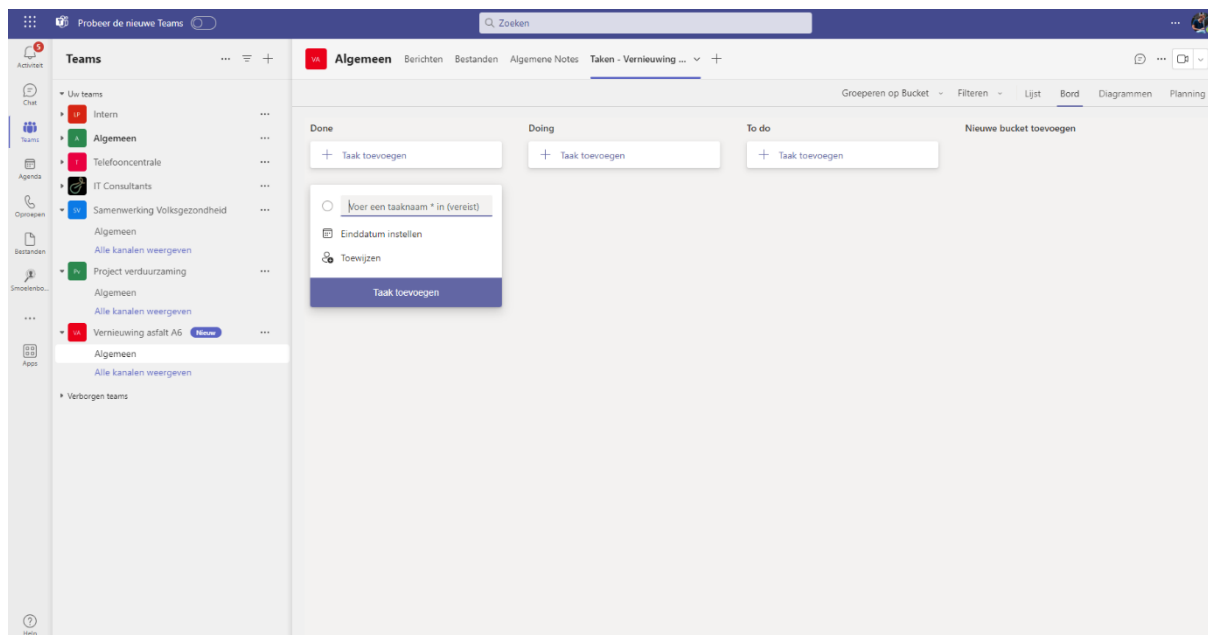


5. After approval, the requested SharePoint site or team is fully deployed by a designated 'service worker.'



6. The assigned owner and you, as the requester of the site/team, receive a notification that the site has been created.

7. Members can now collaborate within the SharePoint site or team.



Updating Sites or Teams

In addition to deploying new sites or teams, Teams Professor also enables the updating of existing sites or teams. This process follows the same mechanism as the creation process but is applied to already established sites or teams. A separate template with the desired additions needs to be created for this purpose, a service provided by Puur ICT. It's important to note that currently, modifying existing data, such as changing a section of a page in the SharePoint site or renaming folders, is not possible. Updating is restricted to administrators and is not accessible for end-users.

In the future, administrators will have the ability to make adjustments to templates themselves. They can then automatically apply these changes at once to the already deployed sites or teams of that template type.

Lifecycle

Teams Professor provides the capability to manage the deployed sites and teams. Additionally, existing sites or teams can be added through an import function. Within this module, administrators can access information about the site or team, including details about current members and owners of the group or site, the channels of the team, the activity on the site, or the history of applied templates. The administrator can directly archive the entire site or team from the tool. This action sets everything to read-only based on Microsoft standards, and the team disappears from the end-user overview.

A default expiration date is assigned to each deployed site or team. Using this date, the administrator can assess whether the site or team is still actively in use. The idea is that owners of the sites/groups receive a notification as the expiration date approaches, giving them the option to extend it if needed. The administrator can manually archive the sites or teams or opt for an automated archiving process through Teams Professor.

Technology

Teams Professor is developed using the latest technology and utilizes the open-source core of PnP, the same core employed by Microsoft in its lookbook (<https://lookbook.microsoft.com>). However, this core lacks certain capabilities necessary for deploying a comprehensive site or team. To address this, a custom modification has been implemented to enable various functionalities. This includes extensions like creating Planner boards or configuring group settings.

Teams Professor functions as a standalone app service, with 'service workers' running in the background to facilitate tasks like template deployment. This technology, developed by Puur ICT, allows for cost-effective task execution shared among multiple users. Additionally, dedicated 'service workers' can be allocated, ensuring exclusive capacity for users who choose this option, eliminating any sharing with other users.

Integrations

Teams Professor offers an accessible API, and a custom connector in Power Automate is ready to support various additions to the existing functionalities. Your organization can create Power Automate flows, with potential assistance from Puur ICT, allowing for connections to numerous applications. For example, requests can be processed through an external application like Ultimate or TOPdesk.