Architecture of Collaboration Tools.

To ensure that security configurations, policies and protocols are met in the Microsoft Cloud, Sharepoint, Microsoft Teams, OneDrive and Exchange services will need to be properly protected, governed and managed.

Collaboration Governance Plan.

El puntaje de su organización: 50%

Puntaje total: 350/700 puntos

■ Su Organización

▲ Banco De Pruebas De Homólogos

* It does not represent the organization's current score. After carrying out the Collaboration Governance, this will be a Global report to know the status of your configurations, policies and protocols for your collaboration tools at Microsoft.

Microsoft cloud collaboration technologies create long-term value by accelerating digital workplace transformation and driving usage throughout the adoption process.

Algen Solutions will create a governance plan, focusing on SharePoint, Microsoft Teams and One Drive for Business to start your cloud collaboration journey.

To achieve this, Algen Solutions developed the following tasks:

1. Assemble a core governance team to define the procedures and policies that will be established to govern Microsoft 365.
2. Cloud Collaboration Immersive Experience Session – To help [CLIENT] better understand the key features and settings available through MS Teams, SharePoint and One Drive.
3. Decision-making sessions with the Government Team and information gathering with Questionnaires.
4. Creation of a Governance Plan document used as a base model for implementing Governance for Microsoft 365 collaboration services.

The goal of this Microsoft 365 governance plan is to establish policies, processes, roles, and responsibilities necessary to securely guide, manage, and control Microsoft 365 with a focus on SharePoint, Microsoft Teams, and One Drive for Business.

The expectation is that [CLIENT] and Algen Solutions can follow up on the implementation of the Governance Plan and continue with the continuous effort to update and maintain it over time.

Note: Digital workplace governance is always an ongoing effort. A staged approach will be followed, and a specific document will be created and reviewed at each stage.

The main objectives of the implementation of M365 SharePoint, MS Teams and OneDrive are:

- Intranet information management
- Microsoft Teams governance and collaboration
- Records Management and Compliance
- End User Roles and Responsibilities
- Collaboration between all departments using Microsoft 365 with a focus on SharePoint, Teams and OneDrive.
- MS Teams will be leveraged for internal and external use. OneDrive will allow collaboration with external parties/partners when approved.

The following are general recommendations that will allow [CLIENT] to successfully govern their digital workspace. These recommendations include:

- Definition of responsibilities. Who is responsible for what?
- Provisioning approach. How can we create Groups, Teams, Channels and Sites? Who can create Groups, Teams, Channels and Sites? Definition of naming policies.
- Operations guidelines. Management and access process, General Configuration and service functionalities.
- Management of the life cycle of suggested content. Content management, records and retention, compliance and disposal.