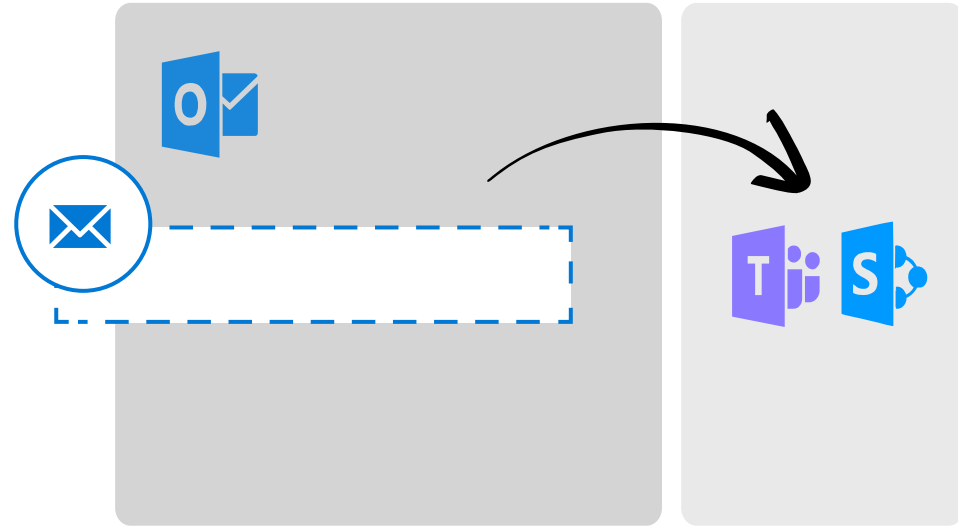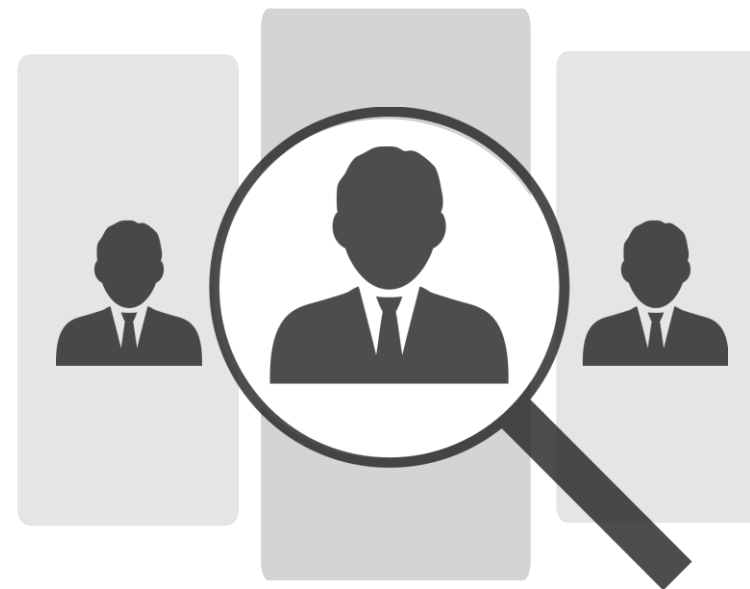June 2020

The Governance Beginner's Guide for Microsoft Teams

How to Avoid Uncontrolled Growth
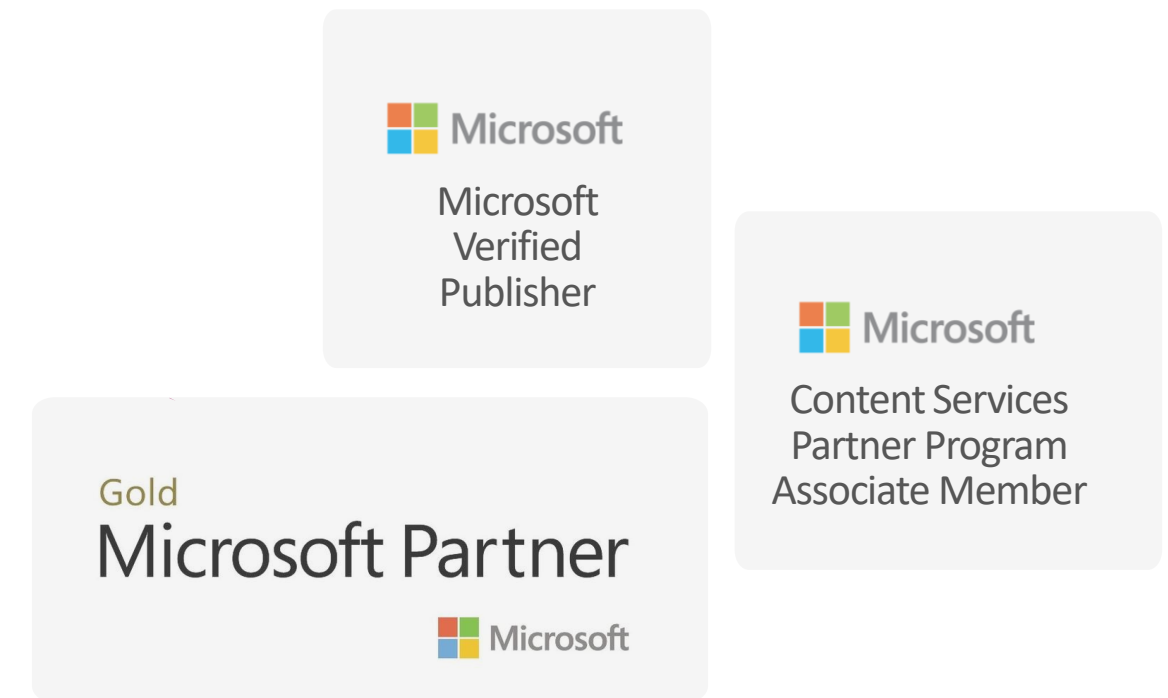
About harmon.ie

Bringing Email to SharePoint and Microsoft Teams Conversations

Over 1,600 enterprise customers

Microsoft Partner

Microsoft Verified Publisher

Gold Microsoft Partner

Microsoft Content Services Partner Program Associate Member

harmon.ie®

Select harmon.ie Clients

harmon.ie Client Example

DRASS CASE STUDY

harmon.ie helps DRASS manage emails and documents in SharePoint and Microsoft Teams

DRASS

DRASS Group is a recognized global leader in defense, commercial diving, and hyperbaric solutions. With a remarkable catalogue of patents and innovation since the 1920s, DRASS has recently come to the fore as an important manufacturer of hyperbaric solutions that are key in treating life-threatening COVID-19. As a global company, keeping employees around the world on the same page is a challenge – particularly when it comes to sharing business documents and emails in a way that makes them easily accessible across the organization.

The DRASS partnership with harmon.ie began in 2018; the collaboration has enabled DRASS to derive maximum value from their SharePoint investment by making important emails and documents accessible to workers worldwide. And now, as DRASS deploys Microsoft Teams in the midst of the COVID-19 crisis, harmon.ie will enable employees, including those working from home, to capture, classify, and find important emails and documents in Microsoft Teams conversations. The result? Knowledge workers can focus on business rather than looking for the most up to date content.

Disconnected systems   **The challenge**

SOLUTIONS 2SHARE

Microsoft Partner

Microsoft

Gold Collaboration and Content
Gold Windows and Devices
Gold Data Platform
Gold Data Analytics
Silver Application Development

Rencore

Development Best Practices
CERTIFIED

Company
Data

● **18** Employees

An innovative team
located near Nuremberg,
Germany.

● Founded **2011**

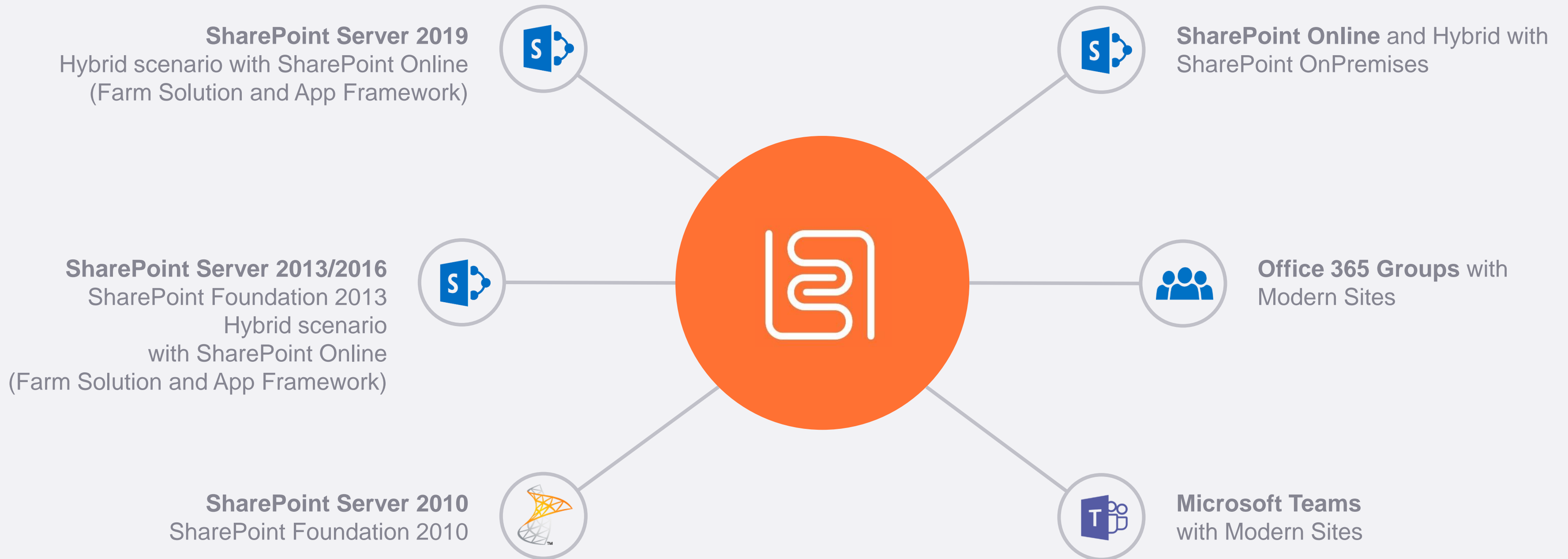SharePoint & Office 365
software development for
8 years.

● **15k** Installations

Our apps in the SharePoint
Store have been installed
more than 15,000 times.

● Cloud **Experts**

Tools for SharePoint Online,
Groups and Microsoft
Teams since the very start.

SOLUTIONS
2SHARE

Our solutions:
Your advantage

SharePoint Server 2019
Hybrid scenario with SharePoint Online
(Farm Solution and App Framework)

SharePoint Server 2013/2016
SharePoint Foundation 2013
Hybrid scenario
with SharePoint Online
(Farm Solution and App Framework)

SharePoint Server 2010
SharePoint Foundation 2010

SharePoint Online and Hybrid with
SharePoint OnPremises

Office 365 Groups with
Modern Sites

Microsoft Teams
with Modern Sites

Our
Solutions

Collaboration Manager

Easily provision Microsoft Teams, SharePoint sites and groups based on complex templates – on all platforms.

Meeting Manager

Create meetings with agendas including tasks, documents, decisions and automatic minutes in SharePoint.

Teams Manager

Everything for easy Teams Management: complex templates with included approval process. Install from the Teams App Store.

Template Hub

Manage and protect corporate document templates and make sure your users always use the latest version of a file template.

Microsoft Teams

Governance Guide

"Just get started!"

1000 different Teams

Since anyone can create new Teams,
the number grows very quickly.

Duplicate Teams

It often happens that Teams are created twice.
Migration path currently not available.

Unclear names

Without uniform naming,
the structure quickly becomes confusing.

SOLUTIONS
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User
Dissatisfaction

No overview

After a short time, there might be more than 200 Teams in the navigation side bar.

Content is lost

Contents of projects or departments, templates and pieces of knowledge are scattered in numerous Teams and become difficult to find.

Acceptance drops

The inital euphoria declines and it becomes harder to get the hesitant users on board.

Management
Dissatisfaction

Increasing IT costs

The growing volume of data and uncontrolled structure result in complex and cost-intensive IT administration.

False informationen

Due to the scattered content, there is uncertainty about outdated information and incorrect data.

Waste of working time

Instead of improving communication and leading to faster decisions as hoped, employees are wasting their time searching for information in the new tool.

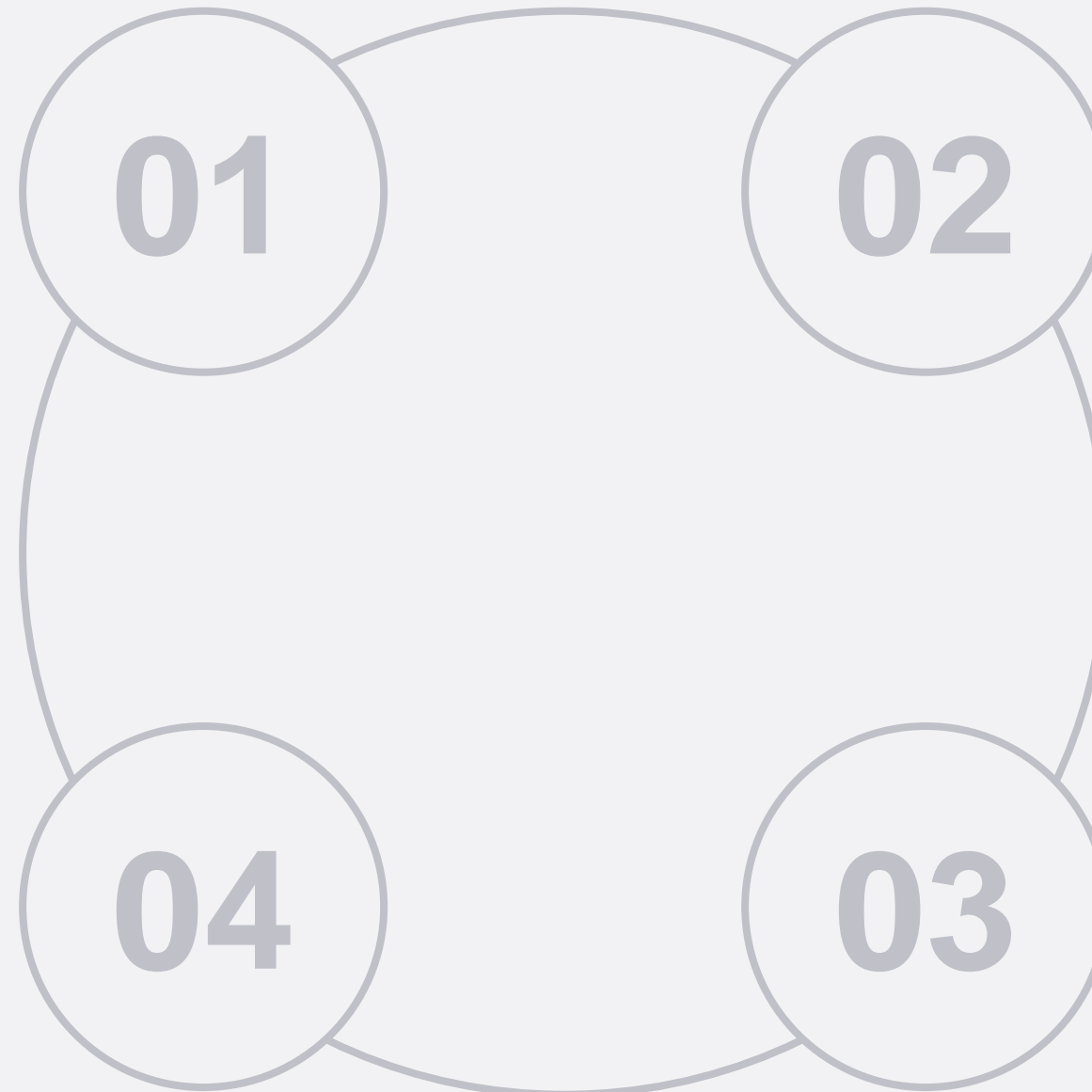# Prevent
Uncontrolled Growth

Keep control over your Teams

Governance
Guide

Restrict Creation

Do not allow every user to create Teams, groups or Planners

01

02

Create Structure

Offer your users the opportunity to choose from templates

Naming Conventions

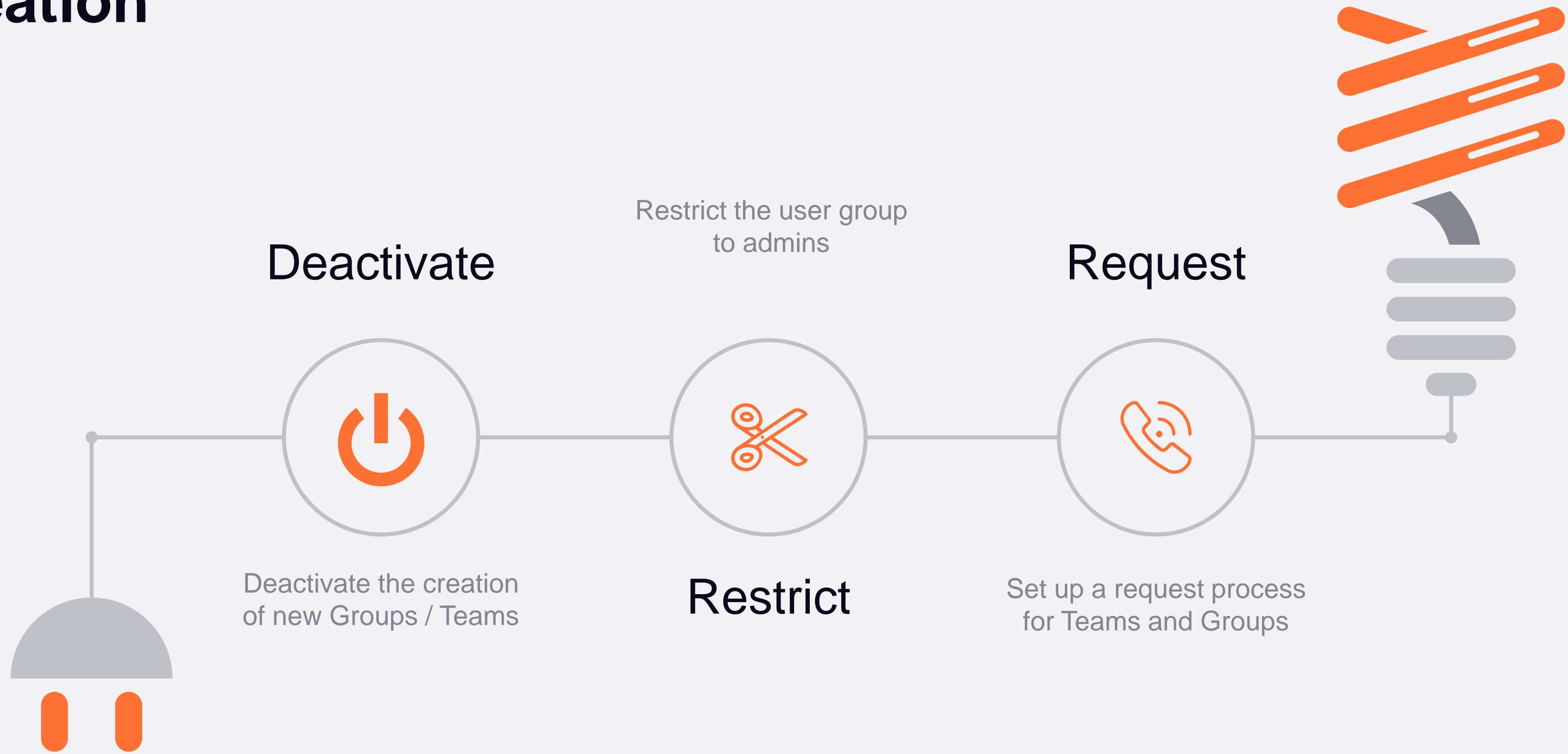Assign speaking names with pre- and suffixes and also pay attention to OneNote and Planner

04

03

Lifecycle Management

Uncontrolled growth also occurs when older Teams are not deleted or archived

Restrict
Creation

Deactivate

Restrict the user group
to admins

Request

Deactivate the creation
of new Groups / Teams

Restrict

Set up a request process
for Teams and Groups

Lifecycle
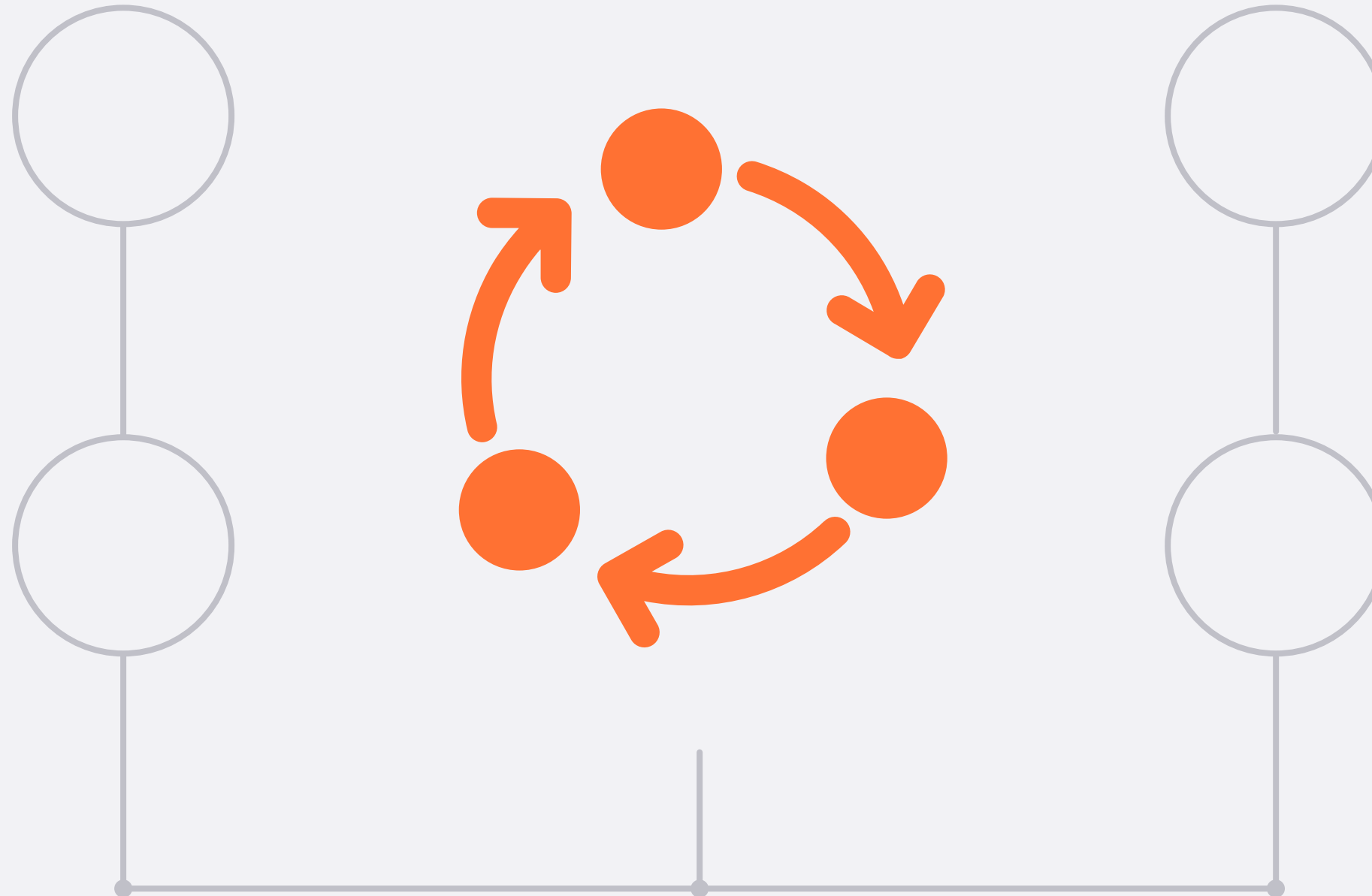# **Management**

Expiration Date

In Azure, configure an expiration date for Teams and Groups.

Use Archiving

Explain to your users how to archive Teams or set up a workflow.

Team Request

Set up a request process for new Teams.

Deletion

Deletion must also be considered a possibility. Not everything has to be deleted.

Naming
Conventions

OneNote

Office365 Planner

Make sure that not every
Planner has the same name.

Pre- and Suffixes

Optimize the overview.

Black List

Exclude certain word lists.

AAD Attributes

Departments, locations and more.

Create
Structure

Pre-defined Templates
Projects, departments, construction files, etc.

Use Classifications
Public, private, internal, etc.

Add Metadata
Cost center, department, project number, etc.

Teams Manager
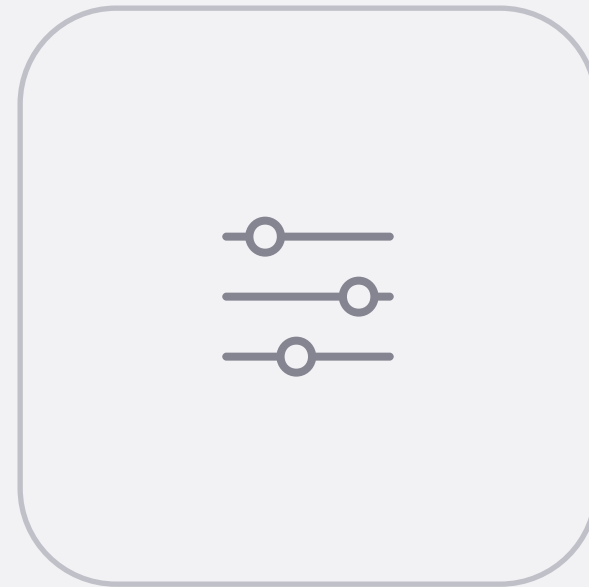
Live Demo

in Microsoft Teams

Teams Manager
Governance Features

Customized Templates

Create customized Team templates without code. Simply configure a normal team and use it as a template.

Requests & Approval

Any user can request new Teams directly in the Microsoft Teams app. Selected people then approve the request with just one click.

Create & Update

Teams Manager creates a preconfigured team with defined settings and tabs. Any changes to the template can easily be transferred to the created teams.

FREE
30 day trial version

http://bit.ly/Download-Teams-Manager

- ✓ Completely non-binding, no need to cancel
- ✓ Easy to install
- ✓ Provision Microsoft Teams with one click
- ✓ Customizable request and approval process
- ✓ Allow your users to create new Teams

SOLUTIONS 2SHARE

Contact
data

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90587 Veitsbronn

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Phone +49 911 131336-61

E-mail info@solutions2share.net

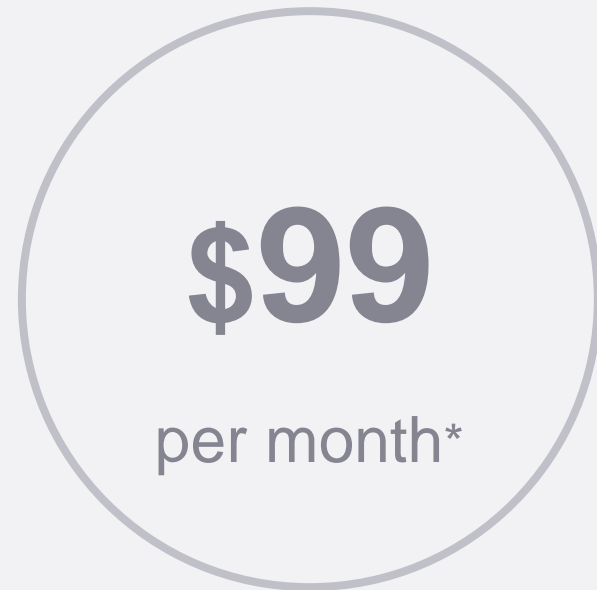## Online

www.solutions2share.net

SOLUTIONS
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Any questions?

$99
per month*

small

1 – 249 users

- Teams Templates
- Teams Provisioning
- Teams Management
- Approval Process
- Governance Functionality
- Forum & E-Mail Support

$249
per month*

medium

249 – 999 users

- Teams Templates
- Teams Provisioning
- Teams Management
- Approval Process
- Governance Functionality
- Forum & E-Mail Support

$399
per month*

large

1,000 – 4,000 users

- **Teams Synchronization**
- Teams Templates
- Teams Provisioning
- Teams Management
- Approval Process
- Governance Functionality
- Forum & E-Mail Support

* Only available as annual subscription.
For more than 4,000 users, please contact us.

Thank you.