Microsoft Teams Governance

Or let me ask another way:
Can we allow everyone to create a Team in Office 365?

Robert Mulsow | Microsoft MVP, Microsoft P-TSP, VP of TSP EMEA

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Gold Application Development
Gold Cloud Platform
Gold Cloud Productivity
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C:\Who Am I?

Robert Mulsow

AvePoint®

VP of TSP EMEA

IT Pro

Power Addict

MVP
Microsoft® Most Valuable Professional

AvePoint® Corporate Overview

Migrate. Backup. Automate. Control.

Platform:
- SharePoint
- Office 365
- OneDrive
- Microsoft Dynamics CRM

Deployment options:
- Cloud
- Hybrid
- On-Prem

16K+ Customers
6M+ Cloud User
88 Countries

AvePoint®
HQ in Jersey City, NJ
1.600 Employees
ca.40 Employees in Germany

Microsoft Partner

2017 Partner of the Year Winner
Public Sector: Microsoft CityNext Award

2016 Partner of the Year Winner
Technology for Good Citizenship Award

2015 Partner of the Year Winner
Collaboration and Content

2014 Partner of the Year Winner
Public Sector: Public Safety and National Security

Microsoft

@Rob_The_Ninja

Goals for a good Office 365 Usage?

Let's calculate a user example...

- 2.000 Employees

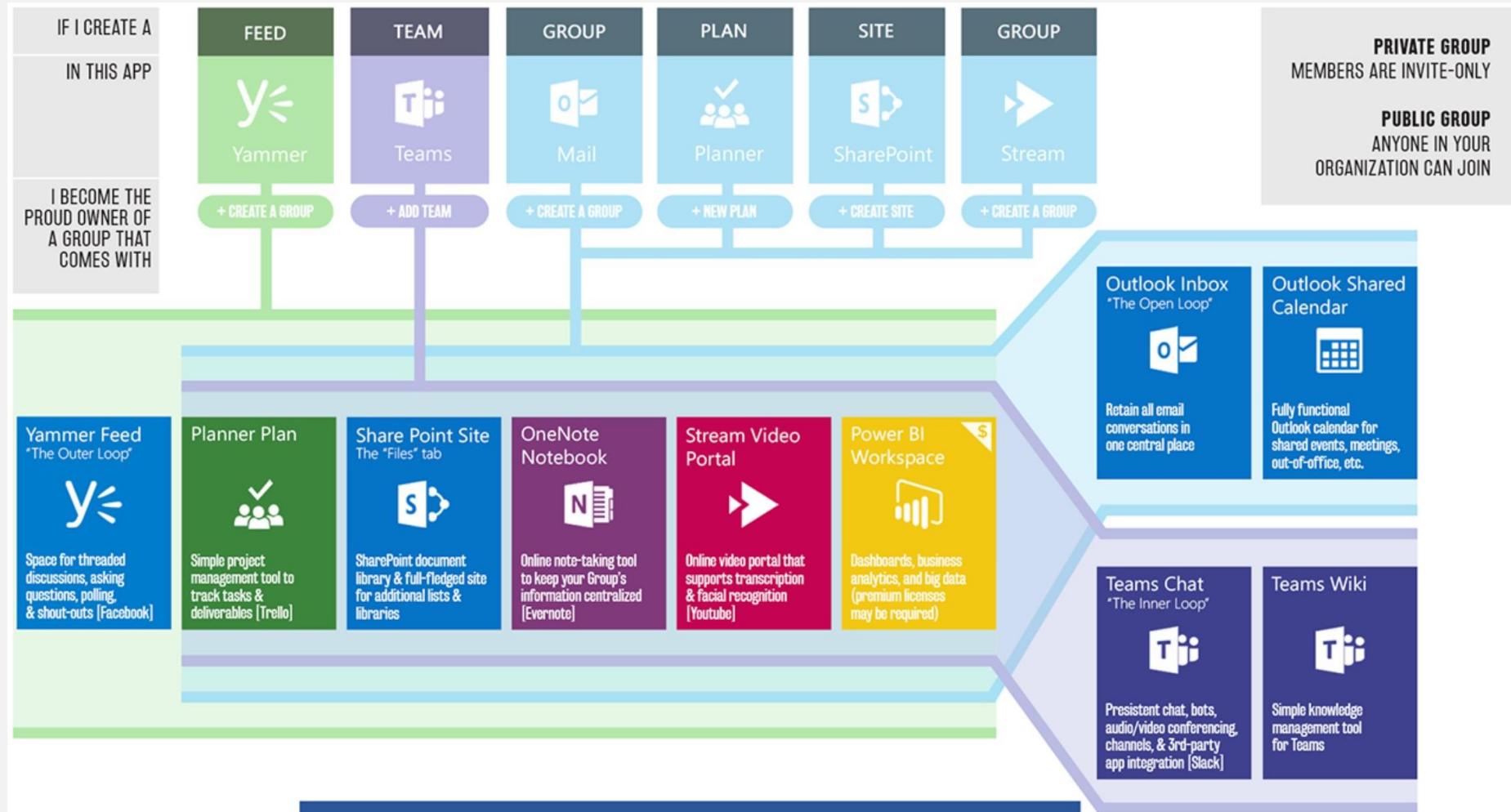- 1 new Group per employee per week

- 40 work weeks per year

... and after two years we have...

...160.000 Groups

Why so many?

Where does this come from?

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Goals for a good Office 365 Usage

Governance   Adoption

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Goals for a good Office 365 Usage

Governance

Adoption

Goals for a good Office 365 Usage

Adoption

Governance

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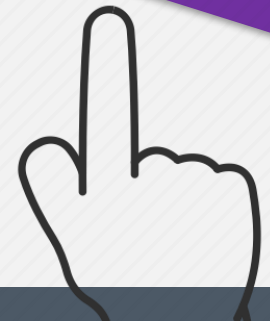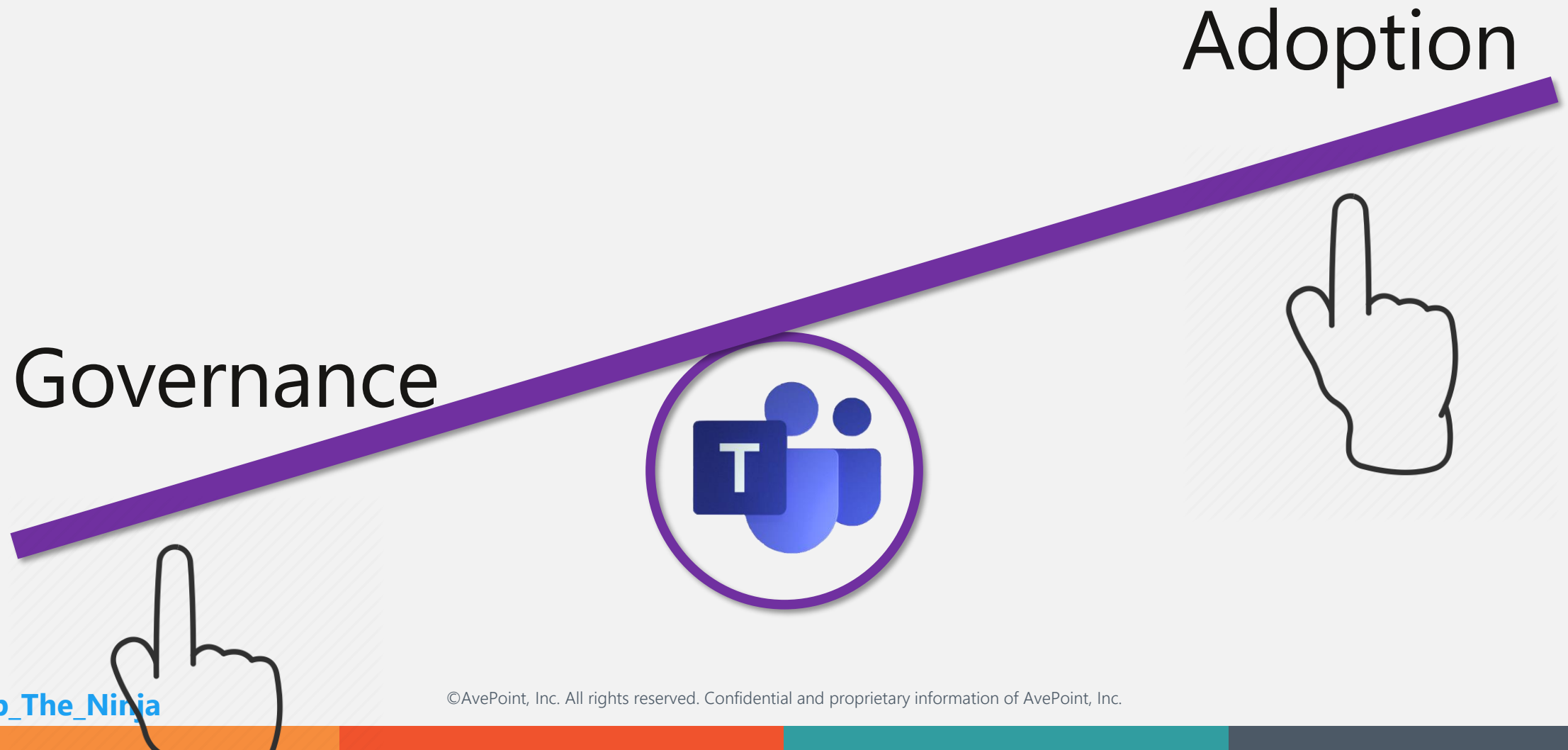
What do I need to govern?

For collaborative workspaces, customers want to govern:

How are Teams requested, approved and created	How are availability, compliance and changes over time are managed	How do I retain/expire/dispose of Teams as appropriate
Provisioning	*Management*	*Lifecycle*

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What Governance is needed for you?

Governance for Provisioning

Level 1		
- Activate/Disable Office 365 Groups/Teams	▣	
- Self-Service Provisioning	▣	◭
Level 2		
- Naming conventions (Pre-& Suffix + Black Lists for Office 365 Groups/Teams)	▣ *$	◭
- Creation only possible for certain users	▣ *$	◭
- Office 365 Classification for Office 365 Groups/Teams	▣ *$	◭
- Approval process		◭
- Enforce public vs. private classification		◭
Level 3		
- Various and granular naming conventions		◭
- Enrichment with further metadata		◭
- Enforce memberships (e.g. always IT admin as owner)		◭
- Dynamic membership by AD groups		◭
- Different approval processes		◭

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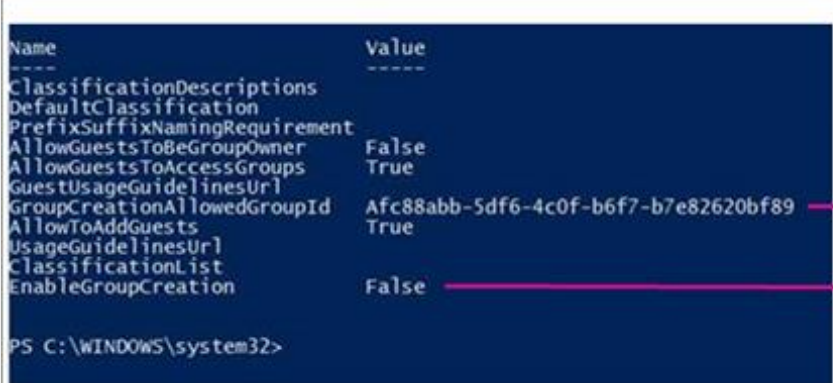
Integrated Office 365 Capabilities

Aktivate/Deactivate Self-Service Provisionierung

- There are 17 ways to create an Office 365 Group
- We trust the user, they choose the right settings
- Or only O365 administrators can create groups

.

In combination with AAD P1

- An AAD group is eligible creating groups
- Enforce naming conventions
- Usage policies
- Set classification


```
Name                              Value
----                              -----
ClassificationDescriptions
DefaultClassification
PrefixSuffixNamingRequirement
AllowGuestsToBeGroupOwner         False
AllowGuestsToAccessGroups         True
GuestUsageGuidelinesUrl
GroupCreationAllowedGroupId       Afc88abb-5df6-4c0f-b6f7-b7e82620bf89
AllowToAddGuests                  True
UsageGuidelinesUrl
ClassificationList
EnableGroupCreation               False

PS C:\WINDOWS\system32>
```

This is the Id of AllowedtoCreateGroups

This indicates no one else in the company can create groups

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Governance for Management

Level 1		
- Group owners can configure memberships themselves	⊞	▲
Level 2		
- Group membership approval process		▲
- Approval process for group memberships of external employees		▲
- Granular Backup/Restore Capabilities	⊞*	▲
Level 3		
- Minimum and maximum number of group owners		▲
- Role recertification (Groups/Teams Owners and memberships)	⊞*$	▲
- Auditing recertifications	⊞*$	▲
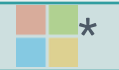
@Rob_The_Ninja

Integrated Office 365 Capabilities

Office 365 Standard

- Manually configure permissions
- Usage logging
- Auditing

In combination with AAD P1

- Dynamic Group Memberships
-

In combination with AAD P2

- Membership recertification

@Rob_The_Ninja
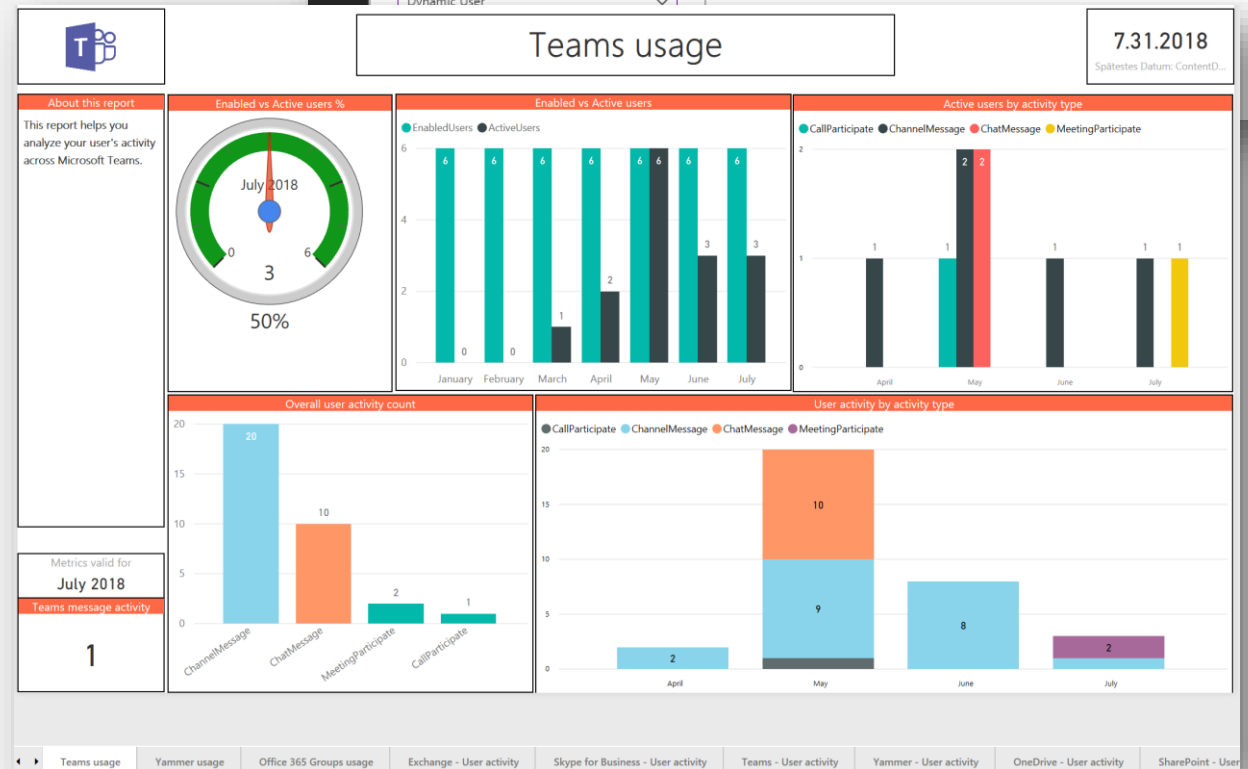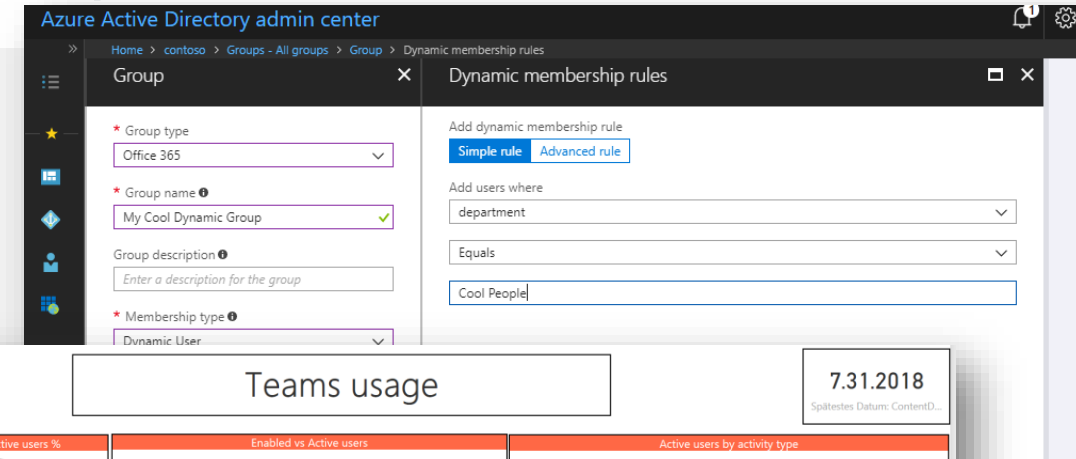
Governance for Lifecycle

Level 1		
- Owners can archive groups	▣	A
Level 2		
- Usage/Rention time with expiration date	▣ *$	A
- Inactivity-driven archiving/erasure		A
- Archiving/deletion based on metadata		A
- Approval processes for archiving/erasure		A
Level 3		
- Offline archiving (get out of Office 365 with long-term storage)		A

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Integrated Office 365 Capabilities

Expiration guidelines (AAD P1)

- "Lease period" of a Group
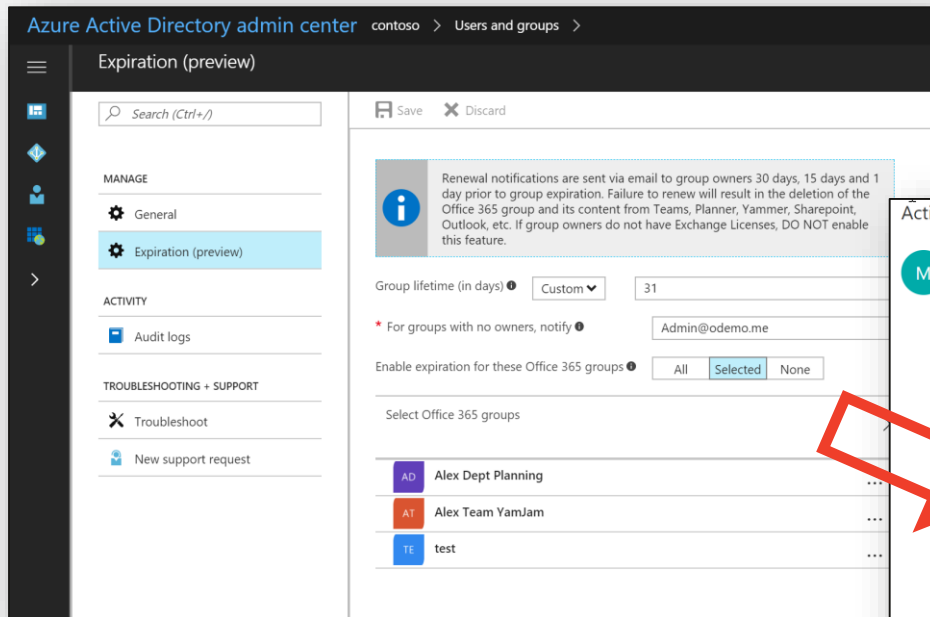
Retention Policies

- Preventing deletion for specific time

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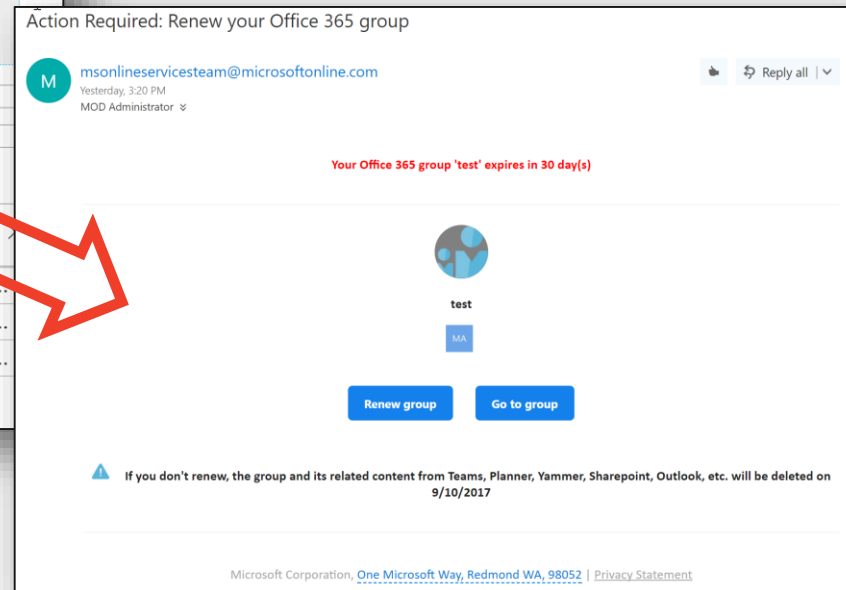
Governance without Enforcement is just Suggestion…

How's AvePoint handling these Challenges of Governance and Adoption?

Govern Provisioning

- Everybody can create Teams with native provisioning

- Additional Metadata Confirmation after provisioning

Either through a Self-Service...

Kat Larsson

Search To-do List

Home

Workspace

Requests

+ New Request

New Request > Create Team ⓘ

Step1. Request Info / **Step2. Basic Info** / Step3. Advanced Info

* Primary Team Contact ⓘ

| KL | Kat Larsson ✕ |

* Secondary Team Contact ⓘ

| AP | Arymundo Pinto ✕ |

* Team Owners ⓘ

| KL | Kat Larsson ✕ |

Team Members ⓘ

🔘 Select Team members manually ⓘ

| AP | Arymundo Pinto ✕ | TC | Tony Coppa ✕ |

⚪ Define rules to populate team members dynamically

☐ Enable hidden team membership to hide the members of the Office 365 Group from users who are not members of the team

Office 365 Team Policy

* Office 365 Group policy ⓘ

| Policy with Renew_Group Team ▼ |

Cancel   Save as Draft   Save and Submit

Search To-do List

Home

Workspace

Requests

+ New Request

New Request > Create Team ⓘ

Step1. Request Info / Step2. Basic Info / **Step3. Advanced Info**

Team Members Permissions

☑ Allow members to create and update channels

☑ Allow members to delete and restore channels

☑ Allow members to add and remove apps

☑ Allow members to create, update, and remove tabs

☑ Allow members to create, update, and remove connectors

☑ Allow members to edit their messages

Guest Permissions

☑ Allow guests to create and update channels

☑ Allow guests to delete channels

Team Name

* Team Name

Contoso Research Project

* Team Description

Collaboration space to store documents and share notes related to Contoso project.

Cancel   Save as Draft   **Save and Submit**

🐦 @Rob_The_Ninja

...or via Reconfirmation

Kat Larsson

Contoso Research Project Details

✓ Confirm Governance Details

Team Basic Info

Phase	● Confirm Governance Details Pending
	(Phase Start Time: 2018-12-18 16:30, Assignee: Kat Larsson)
Automatic Import Profile	Auto Import Microsoft Teams
Group/Team Name	Contoso Research Project
Group/Team ID	contosoresearchproject@avepoint.com
Primary Group/Team Contact	
Secondary Group/Team Contact	
Group/Team Owners	
Group/Team Policy	
Object Type	Microsoft Team
Language	N/A

Metadata

Business Sensitivty	N/A
External Sharing Required	N/A

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Home

Workspace

Requests

+ New Request

Confirm : Contoso Research Project

Notes to Data Owner

As a data owner, you have responsibilities...
You recently created a new Office 365 Group or Team. Our corporate governance policy requires you to complete this import process and apply the appropriate governance information for your newly created group within 7 days of creation.

If you fail to complete this process, your group/team may be deleted without warning.

Primary Site Collection Contact Information

◉ Yes, I'm the primary group/team contact

◯ No, but I know who is the primary group/team contact

◯ No, and I don't know who is the primary group/team contact

Group/Team Information

* Secondary Group/Team Contact

| TC | Tony Coppa | ✕ |

* Group/Team Policy ⓘ

Policy with Renew ▾

* Department

Executive ▾

Cancel   Confirm

Govern Ongoing Management

- Request additional Services

- Confirm Ownership and Contact Persons

- Confirm and Renew memberships and metadata

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Search

🏠 Home

▢ Workspaces

💬 Requests

+ New Request

Todo List

🔍 ▦

✓ Approvals & Confirmations — Date due ⌄

Nov 13, 2018 — Due today 🕐
Research & Development
Group Confirmation
✓ ✕ ◉

Nov 16, 2018 — Due this week 🕐
Finance
Group Confirmation
✓ ✕ ◉

Nov 21, 2018
X1050 Launch Team
Group Confirmation
✓ ✕ ◉

Dec 3, 2018
Product Reviews
Group Confirmation
✓ ✕ ◉

⚙ Validations — Date due ⌄

Nov 13, 2018 — Due today 🕐
Product Team Collab
Permission Renewal
✕ ◉

Nov 27, 2018
Research & Development
Membership Renewal
✕ ◉

Dec 2, 2018
Marketing - North America
Contact Renewal
✕ ◉

Quick Request — Featured ⌄

Provisioning
New Demo Site ›

Administration
Change Project Owner ›

Provisioning
Project Management Questionnaire ›

News & Updates

Curabitur lobortis id lorem id bibendum

Vestibulum rutrum quam vitae fringilla tincidunt. Suspendisse nec tortor urna. Donec quis ornare lacus. Etiam gravida mollis tortor quis porttitor.

Customizable by Admin

This copy is customizable by the admin in the product settings.

Settings

Need Help?

Kat Larsson

Confirm Group   Edit   Delete   Export Report   All Groups

Search

Home

Workspaces

Requests

New Request

Workspaces

	Name ↓	Type	Date Created	Primary Contact	Status
○	Research & Development	Group	Oct 18, 10:23am	Rayna Edelstein	● Pending Renewal
○	Finance	Group	Mar 22, 8:15am	Heiko Schulz	● Pending Confirmation
☑	X1050 Launch Team ···	Group	Oct 18, 10:23am	Rayna Edelstein	● Pending Recertification
○	Commissioned Research	Group	Yesterday, 3:34pm	Heiko Schulz	● Active
○	Site Name	Site	Oct 18, 10:23am	Matt Klaman	● Active
○	Another Group Name	Group	Jul 8, 2:22pm	Rayna Edelstein	● Inactive
○	Sites Can Go Here Too	Site	Oct 12, 2:46pm	Kat Larson	● Active
○	Group Name	Group	Oct 7, 4:56pm	Rayna Edelstein	● Active

Kat Larsson

Contoso Research Project Details

⟳ Renew

Group Basic Info

Phase	● Renewal Pending (Phase Start Time: 2018-12-18 16:30, Assignee: pm)
Automatic Import Profile	
Group/Team Name	Contoso Research Project
Group/Team ID	contosoresearchproject@avepoint.com
Primary Group/Team Contact	Kat Larsson
Secondary Group/Team Contact	Adele Vance
Group/Team Owners	Kat Larsson
Group/Team Policy	Renewal Group Policy 1 ⓘ
Object Type	Microsoft Team
Language	English

Metadata

Business Sensitivty	High
External Sharing Required	Yes

Home

Workspace

Requests

+ New Request

Kat Larsson

Home

Workspace

Requests

+ New Request

Contoso Research Project Renewal

Steps for Renewal

☑≡ Contact Renewal
Confirm that the contacts are still correct. If necessary, you can assign the roles to other users.

Site Permission Renewal
Confirm that the permissions for users are still correct. If necessary, you can update the permissions.

Membership Renewal
Confirm that the membership for users are still correct. If necessary, you can update the membership.

Metadata Renewal
Confirm that the metadata is still correct. If necessary, you can update the metadata values.

Primary Group/Team Contact:

| KL | Kat Larsson | ✕ |

Secondary Group/Team Contact:

| TC | Tony Coppa | ✕ |

Next

Search in All

🏠 Home

🗔 Workspaces

💬 Requests

+ New request

✕ Cancel

Group renewal: DG-2000 Feedback

Renewal steps

◉☰ Contact renewal
Confirm that the primary and secondary contacts are still correct. If necessary, you can assign the roles to other users.

◉☰ Permission renewal
Confirm that the group team site permissions for users and groups are still correct. If necessary, you can update the permissions.

◉☰ Membership renewal
Confirm that the group team site permissions for users and groups are still correct. If necessary, you can update the permissions.

◉☰ Metadata renewal
Confirm that the metadata is still correct. If necessary, you can update the metadata values.

Permissions   ↻ Reset

Display name	Account type ↓	Permissions	Access type
Megan Bowen	User	1 Permissions	● Internal
Diego Siciliani	User	1 Permissions	● Internal
Grady Archie	User	1 Permissions	● Internal
Lidia Holloway	User	1 Permissions	● Internal
DG-2000 Feedback Owners	SharePoint Group	1 Permissions	
DG-2000 Feedback Visitors	SharePoint Group	1 Permissions	
✔ DG-2000 Feedback Members	SharePoint Group	1 Permissions	

6 members in the group View group members

DG-2000 Feedback
https://m365x313735.sharepoint.com/sites/dg-2000fe...
Site

Permissions ⓘ

Edit   ⌄

✕

Kat Larsson

🔍 Search in All

✕ Cancel

⌂ Home

▭ Workspaces

💬 Requests

＋ New request

Group renewal: DG-2000 Fee

Renewal steps

◷▤ **Contact renewal**
Confirm that the primary and
secondary contacts are still
correct. If necessary, you can
assign the roles to other users.

◷▤ **Permission renewal**
Confirm that the group team site
permissions for users and groups
are still correct. If necessary, you
can update the permissions.

◷▤ **Membership renewal**
Confirm that the group team site
permissions for users and groups
are still correct. If necessary, you
can update the permissions.

◷▤ **Metadata renewal**
Confirm that the metadata is still
correct. If necessary, you can
update the metadata values.

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6 memb

DG-2(

https:/

Site

View group members: DG-2000 Feedback Members

✕

🌐 Change group   👤 Remove user from group   👥 Remove user from site collection

Display name	Account type ↓	Access type
Diego Siciliani	User	● Internal
Grady Archie	User	● Internal
Lidia Holloway	User	● Internal
✓ Megan Bowen	User	● Internal
DG-2000 Feedback Members	Domain Group	● Internal
Everyone except external users	Domain Group	● Internal

Kat Larsson

✕ Cancel

Contoso Research Project Renewal

Steps for Renewal

☑≡ Contact Renewal
Confirm that the contacts are still correct. If necessary, you can assign the roles to other users.

☑≡ Site Permission Renewal
Confirm that the permissions for users are still correct. If necessary, you can update the permissions.

☑≡ Membership Renewal
Confirm that the membership for users are still correct. If necessary, you can update the membership.

Metadata Renewal
Confirm that the metadata is still correct. If necessary, you can update the metadata values.

👥 Add Member   👤 Add Owner   ↑ Promote to Owner   👥 Remove from Group   ↻ Reset

Username ↓	User Role	Change Action
✅ Administrator MOD	Group Member	
⚪ Adele Vance	Group Owner	Promoted
⚪ Administrator MOD	Group Member	
⚪ Ashley Lim	Group Member	Removed

Back   Next

Home

Workspace

Requests

+ New Request
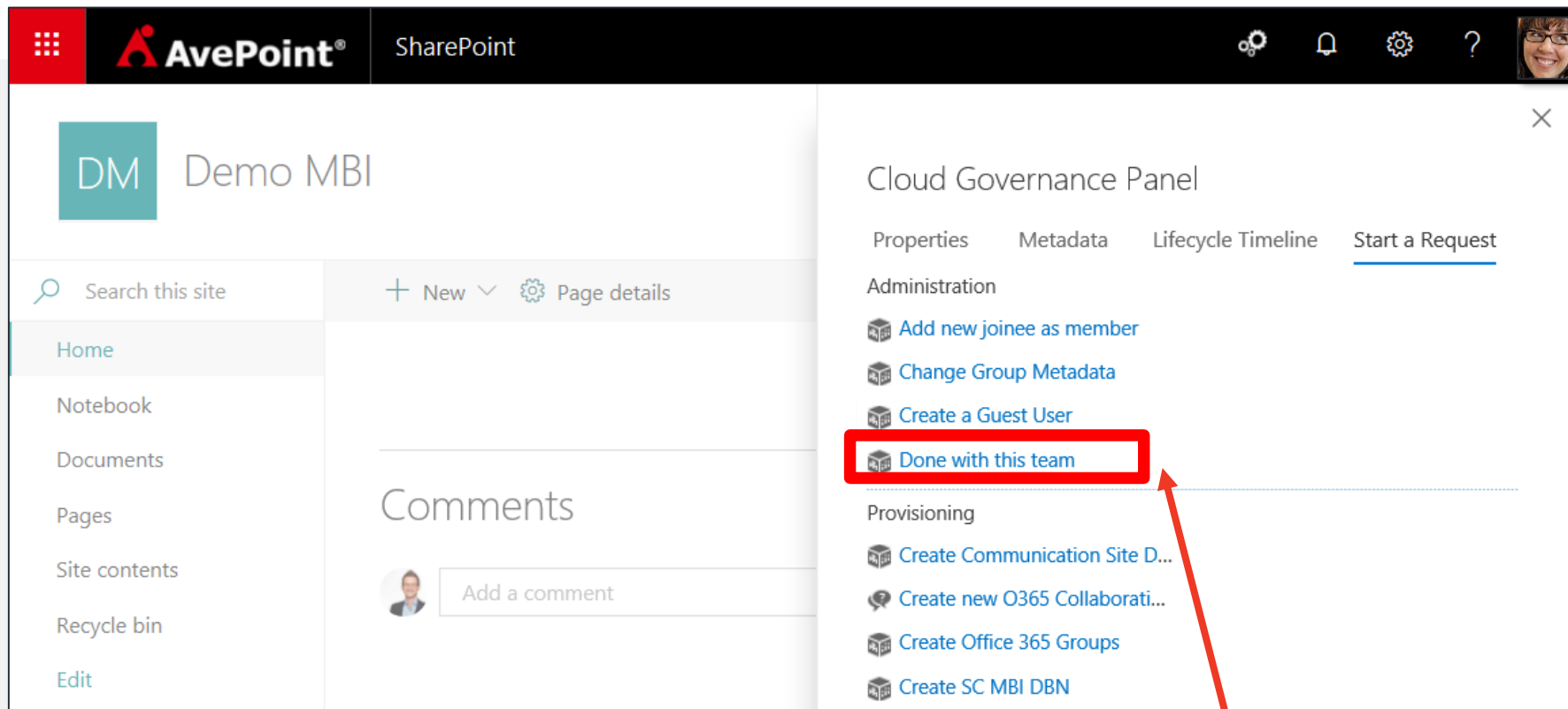
Govern Information Lifecycle

- Automated Expiration
- Request Archival

Request Archival of a Team

Upon Request from Users (with Business Owner Approval)
the Team will be archived or deleted (depending on classification)

@Rob_The_Ninja

Summary

1. INSTALL THE
   COLLABSUMMIT APP

2. RATE THE SESSIONS
   THAT YOU HAVE
   ATTENDED

3. WIN ONE OF THE 4
   C64-MINIS

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