



Beyond Microsoft Teams Deployment: How to Roll Out A Sustainable Adoption Program in 90 Days

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Teams Governance Workshop Series Presenter
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Unleash the Power of You

About AvePoint: Corporate Overview

Migrate. Manage. Protect



AvePoint is headquartered and maintains its principal operational center in Jersey City, NJ, with approximately 1,500 employees across five continents.

From Tahoe
to Today

Inc. Magazine
**Hire Power
Award**

Ernst & Young
**Entrepreneur
of the Year**

Windows IT Pro
**Best SharePoint
Product**

Deloitte
**Technology
Fast 500**

16K

Customers

6M

Cloud Users

88

Countries

7

Continents



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



Agenda

Establish a Sustainable Adoption Plan

5 Steps to educate users about Teams

Designing Governance Policy

90-Day Project Plan Template

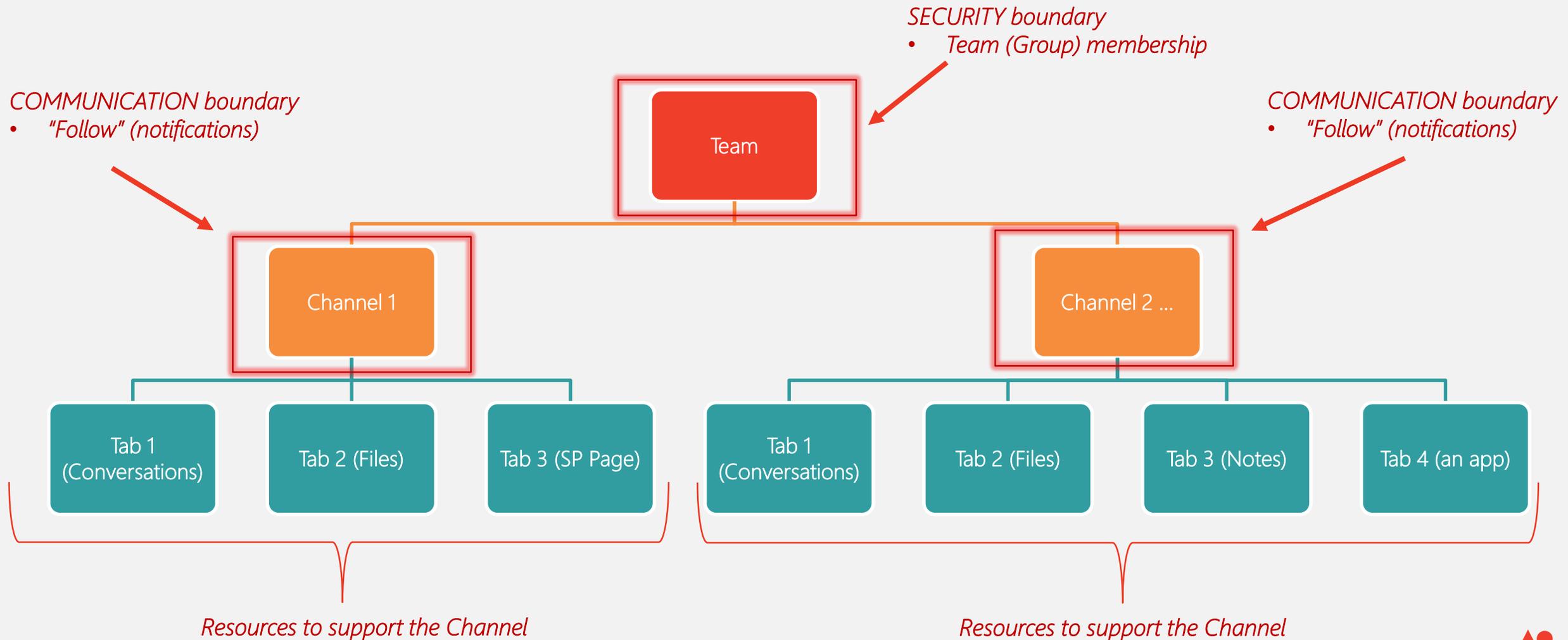
How AvePoint Adopted Teams

Driving Sustainable Adoption

AvePoint Governance Solutions



Visualize daily workflow inside Teams UI



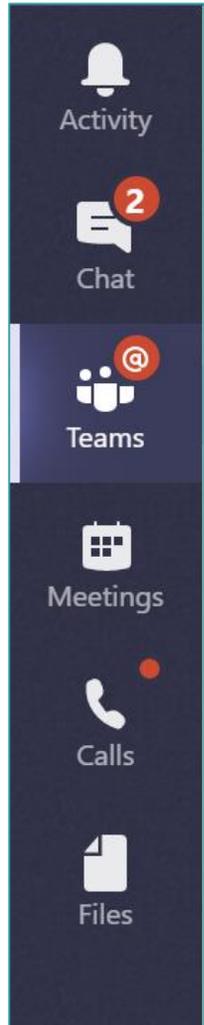
The Difference between TEAMS and CHATS

- Team Conversations

- Visible to all Team members/owners
- Uploaded files go into the SharePoint folder for the Channel
- Conversation history goes into the Team mailbox for compliance needs (hidden)
- Notifications will be sent to those following the Channel + those who are @mentioned

- Chats

- Visible only to those in the chat
- Uploaded files go into the OneDrive of the poster and are shared with current chat participants automatically
- Chat history goes into the participants mailboxes for compliance needs (hidden)
- Notifications will be sent to participants



Understanding the SharePoint and Teams relationship

The screenshot shows the Microsoft Teams interface. On the left is a dark blue navigation pane with icons for Activity, Chat (with a red badge showing '2'), Teams (with a red badge showing '@'), Meetings, and Calls. The main area displays the 'BGLeads' team, represented by a red 'A' icon. Below the team name is a list of channels: 'General' (highlighted), 'BG Virtual Stand-up', 'BG-Dev Workshop 2018', 'GTM-Sales', 'Product Strategy', 'Project Tasks', 'SP 2019', 'Technical Partnerships', and '2 more channels'.

The screenshot shows the SharePoint document library for the 'BGLeads' private group. At the top, there is a blue header with the group name and a 'Private group' label. Below this is a toolbar with options: '+ New', 'Upload', 'Quick edit', 'Sync', and 'Export to Excel'. The main content area is titled 'Documents' and contains a table of folders.

Name	Modified
BG Virtual Stand-up	July 16
BG-Dev Workshop May 2018 C...	April 24
Field Feedback	March 15
General	November 17, 2017
GTM-Sales	August 14, 2017
Product Strategy	August 14, 2017
Project Tasks	6 days ago
SP 2019	July 3
Technical Partnerships	August 14, 2017

Where Are My Conversations Stored?

Chat service

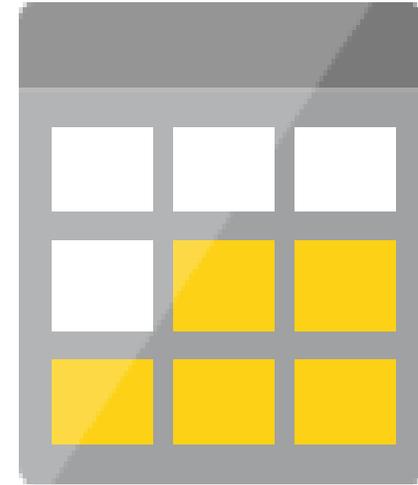
In memory processing for speed
Leverages Azure storage (blob, tables, queues)

Substrate / Exchange

Chat and channel messages are also stored in Exchange for information protection

Conversation images & media

Inline Images/Stickers are stored in a media store,
Giphys are not stored.



Where Are My Files Stored?

1:N chats

Files are uploaded to OneDrive for Business and permissions are set for the members of the chat

Team conversations

Files are uploaded to SharePoint. A folder is associated with each channel in the team

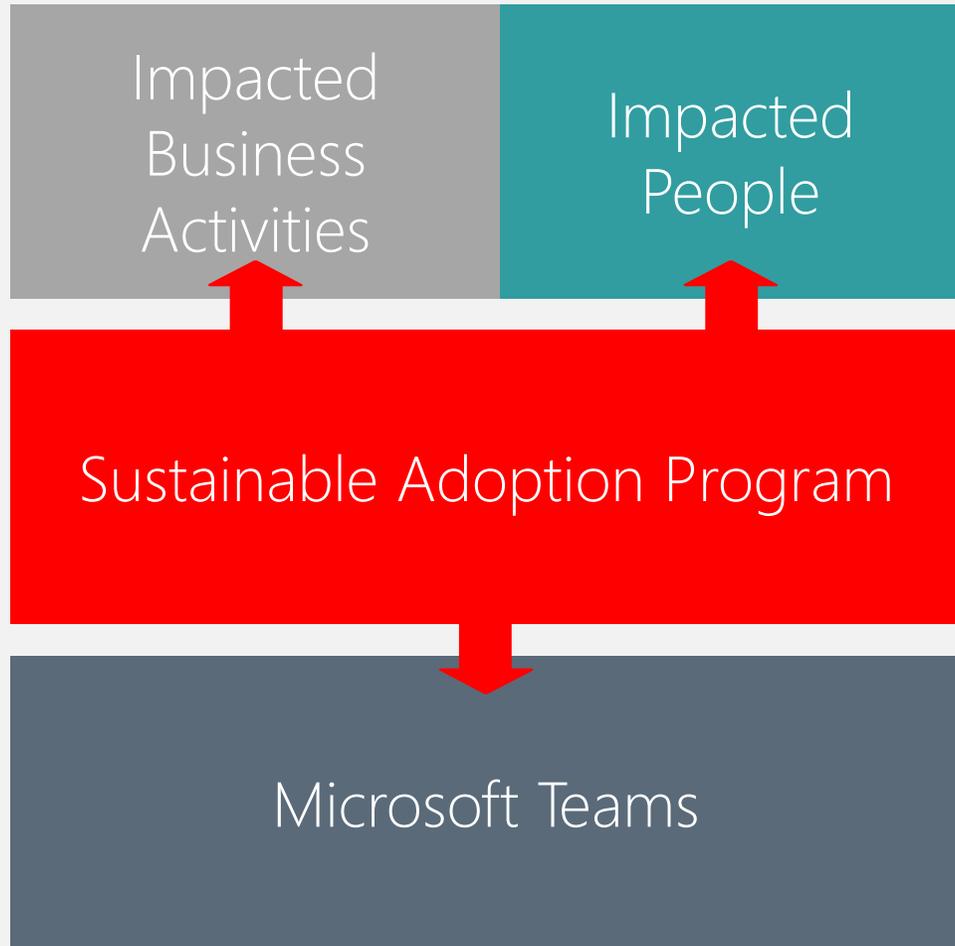
Cloud storage

Dropbox, Box, Citrix ShareFile, Google Drive



Establish Sustainable Adoption Plan

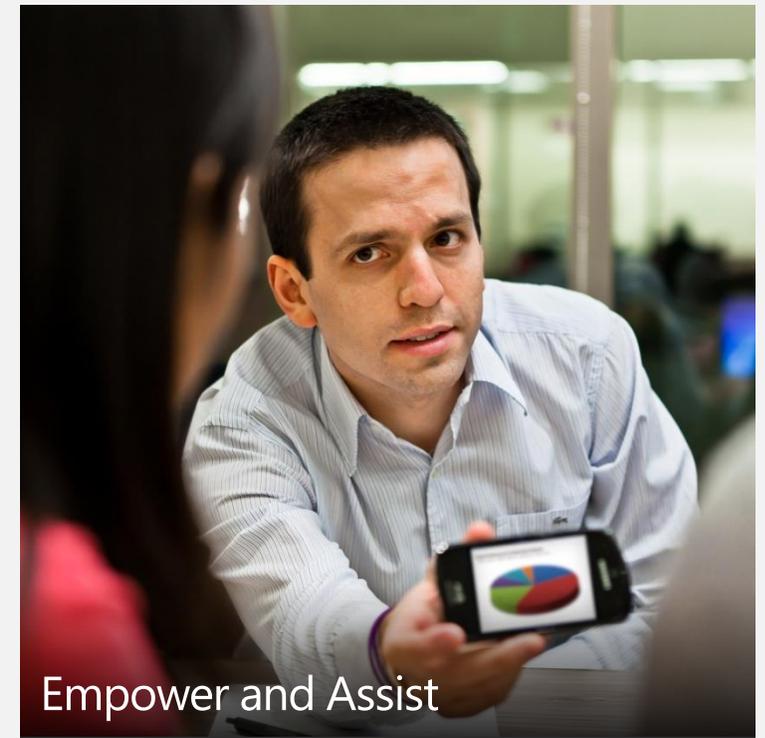
Sustainable Adoption Objectives



- Minimize the negative impact of making technology changes
- Promote adoption of Microsoft Teams in a “Controlled” way
- Provide users with digital resources to efficiently accelerate their learning paths



Goal: Drive Sustainable Adoption



Why training alone doesn't work



Technology focused

Lack of buy-in

Unclear expectations

Non-contextual

What's in it for me?



5 steps to educate users about Teams



Step 1: Make it easy to do the right thing

Determine rules of engagement in your org

Focus on business scenarios (Use Cases)

Protect users by automating governance



Example: Make meetings better



Create Productivity Library in SharePoint

Engineering, Research & Development



Share best practices across geographies

Operations, Manufacturing & Logistics



Improve and monitor business processes

Sales, Marketing, PR & Communications



Align Sales and Marketing teams

HR & Legal Services



Gather & process forms from employees

Accounting, Finance & Procurement



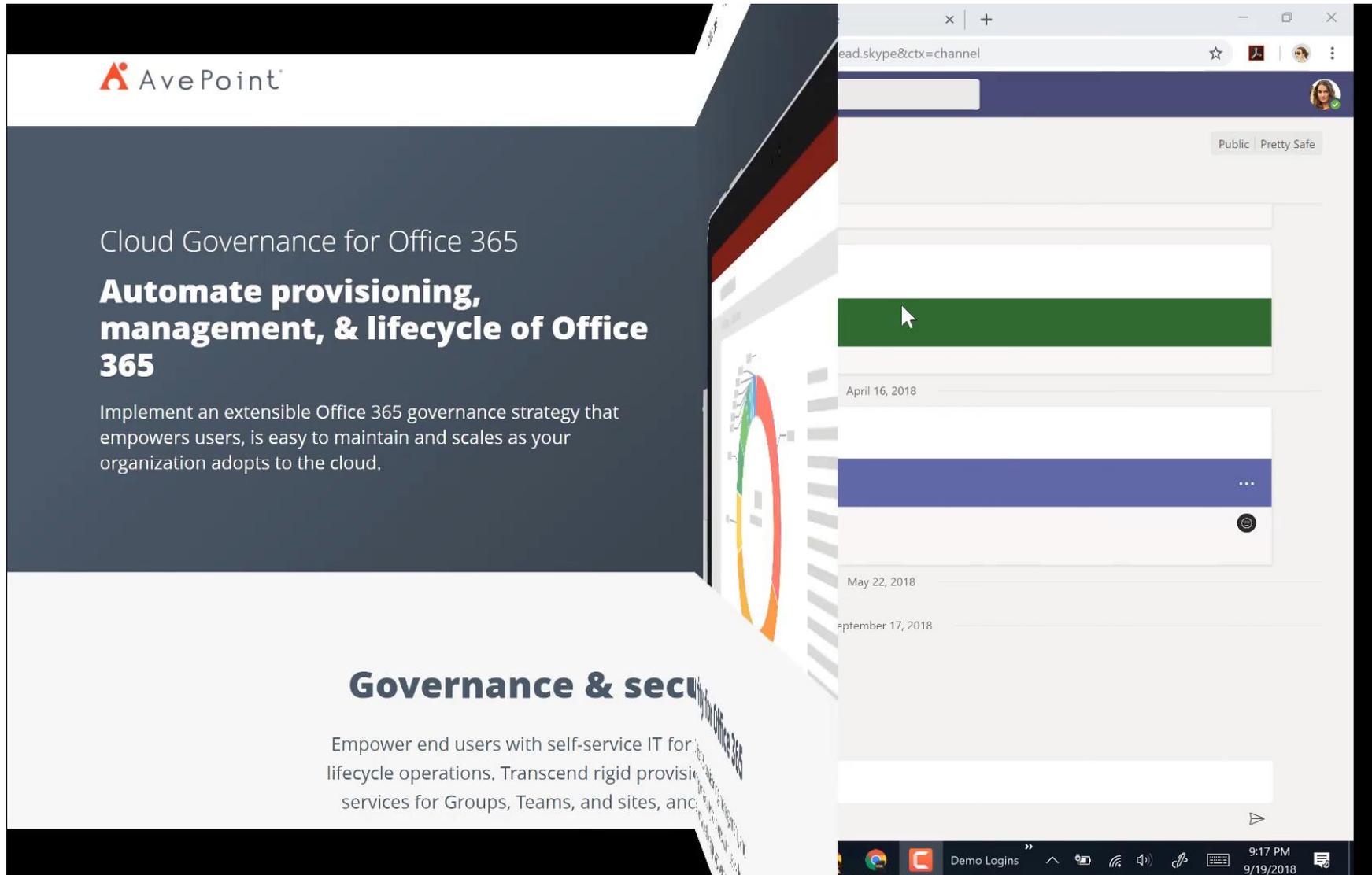
Pull data and build financial reports

Administration



Organize teams and manage calendars

Automated Governance and Self-Service



The image is a composite of two parts. On the left is an AvePoint advertisement for Office 365 governance. On the right is a screenshot of a Skype chat window.

AvePoint

Cloud Governance for Office 365

Automate provisioning, management, & lifecycle of Office 365

Implement an extensible Office 365 governance strategy that empowers users, is easy to maintain and scales as your organization adopts to the cloud.

Governance & security

Empower end users with self-service IT for lifecycle operations. Transcend rigid provisioning services for Groups, Teams, and sites, and

Skype Chat Window:

- Address bar: lead.skype&ctx=channel
- Status: Public | Pretty Safe
- Message 1: [Redacted]
- Date separator: April 16, 2018
- Message 2: [Redacted]
- Date separator: May 22, 2018
- Date separator: eptember 17, 2018
- Message 3: [Redacted]

Taskbar: Demo Logins, 9:17 PM, 9/19/2018

Step 2: Facilitate leadership buy-in



Highlight financial benefits

Demonstrate better transparency

Expedite organizational agility

Example: Global team collaboration

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Field Marketing > General

Conversations Files Wiki Meetings Notes

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See less

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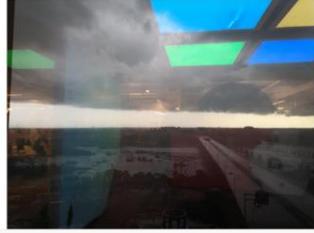
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US CN Technical Writing > Just for fun!

Conversations Files Wiki

June 20, 2018

Delphine Chen 6/20 11:14 AM Edited
Just want to show you the amazing power of nature in Richmond
with Microsoft light on~~US CN Technical Writing



Reply

June 21, 2018

Dorothea Zhang 6/21 1:19 AM
Double rainbows from CC yesterday 😊



Start a new conversation. Type @ to mention someone.



Step 3: Ensure quick wins

Enable mobility

Provide a one-stop shop

A day in the life



Example: Mobile Access



Example: Real time translation



O365 Grp - Dokumentportal > General ...

Conversations Files Wiki Development Tasks Notes DokumentPortalen +

Kimberley Morrison 7/17 5:07 PM
Veronica Johansson could you please upload all the images for the depots and departments you have created to the files section in the team?
1 reply from Veronica
Reply

July 23, 2018

Veronica Johansson 7/23 8:22 AM
Kimberley Morrison kan du skapa två mappar som jag kan ladda upp alla bilder i? det blir så många filer i vår lista annars 😊

Kimberley Morrison 7/23 9:57 AM
Good morning veronica, I've created two folders, one for the images with their descriptions and one without
Reply

Veronica Johansson 7/23 8:55 AM
Kimberley Morrison utöver alla processbibliotek behöver vi även ett bibliotek för Lokala rutiner och ett för BilMog.

Kimberley Morrison 7/23 9:58 AM
Thanks, I made a note of the Local Routines one but will also make sure there is one for BilMog. in your excel you create?
Reply

- Delete
- Mark as unread
- Copy link
- Translate**
- Immersive Reader

Microsoft Teams

Day in the life – IT Project Manager

Jamal is an IT project manager with Contoso Technologies and is responsible for making sure IT projects are meeting stakeholders needs, and delivered on time and within budget.

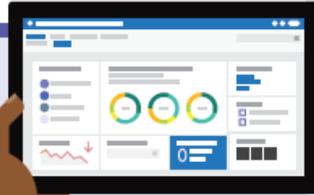
7:45 AM

Jamal uses his Teams mobile app to get up to speed the activity feed as he travels to work and joins the daily stand up call remotely.



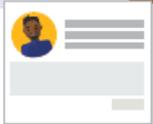
8:30 AM

At the office, he navigates to the Visual Studio Online dashboard tab in Teams. Jamal reviews his projects and notes a few trends that are concerning.



9:30 AM

On Teams he asks for additional data points related to projects risks and @ mentions specific individuals to get their attention.



11:30 AM

Jamal joins a project review meeting in Teams, shares his screen, and navigates to the Planner tab to review key activities by owner and adjusts due dates.



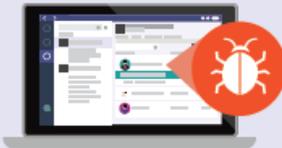
2:00 PM

He prepares his meeting notes and replays the Teams cloud based meeting recording for things that he may have missed. He @mentions the channel with updates and action items in Planner.



3:30 PM

Jamal gets notified in Teams of a new bug that was posted in the channel from the Visual Studio Online connector. He @ mentions experts to help to resolve in time for their release date.



4:30 PM

In Teams he goes to the Financial app tab to update current resource costs for several of his projects.



6:00 PM

Jamal receives another notification from Visual Studio Online notifying him that the bug is being resolved. He prepares for his weekly status report and posts it into the PMO Teams site @mentioning the team.



Example: A Day in the Life

Make it relevant to their role

Step 4: Develop Contextual Learning



Use case driven

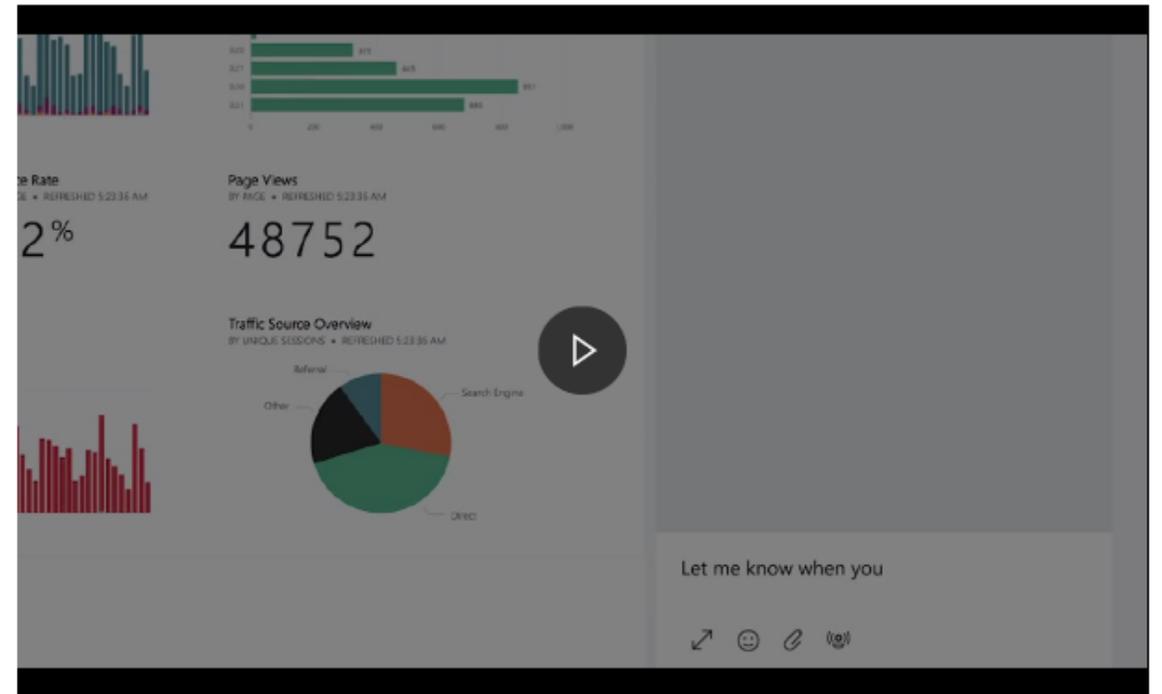
On-demand

Always have a call to action

Example: Microsoft Teams for Sales

Bring together content, people, and tools in one place

As a sales manager, you work with many different tools and people. **Microsoft Teams** is a digital, chat-based workspace for today's teams. After setting up a group in a Teams channel, you can email the entire channel, send attachments, and receive notifications from all posts in a channel. Channels bring together chat, content, people, and tools in one place so everyone has instant access to everything they need. You can set up different groups for specific workflows like account transitions or customer feedback.



Microsoft provides tons of use cases here:

<https://www.microsoft.com/en-us/microsoft-365/success/>



Example: On-Demand Learning

What is Microsoft Teams?
▶ Video

Sign in and get started
📄 Article

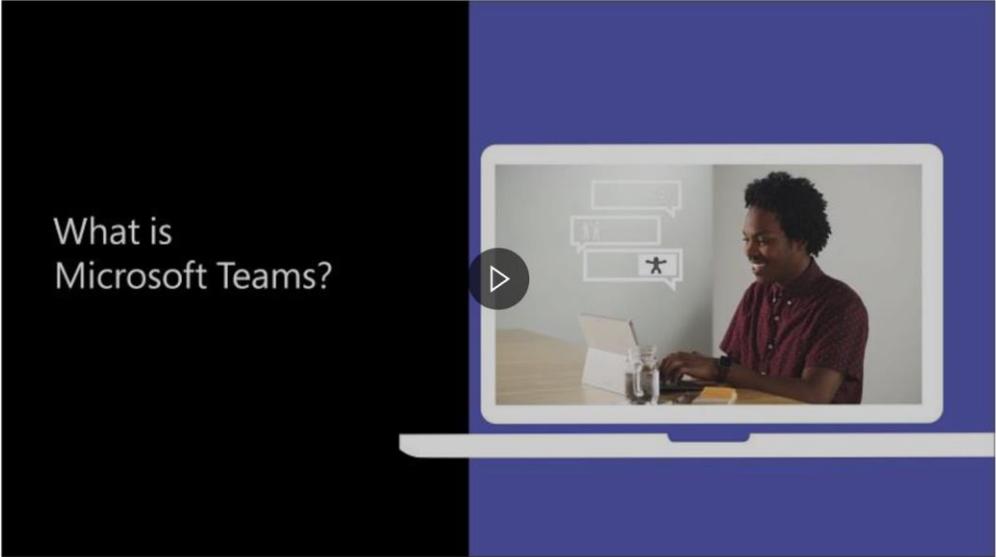
Chat and share files
📄 Article

Collaborate
📄 Article

Set up your mobile apps
📄 Article

Learn more
📄 Article

Next: Intro to Microsoft Teams



What is Microsoft Teams?

With Microsoft Teams on your PC, Mac, or mobile device, you can:

- Pull together a team.
- Use chat instead of email.
- Securely edit files at the same time.
- See likes, @mentions, and replies with just a single tap.
- Customize it by adding notes, web sites, and apps.

[Video Training: What is Microsoft Teams?](#)

Example: Move email addicts to Teams

Your email...

- Forces YOU to separate your inbound communication
- Requires YOU to configure complex rules to ensure relevant information is surfaced and noise is reduced
- Notifies you on ALL new messages
- EVERY message goes into a recipient's mailbox

A team...

- AUTOMATICALLY separates your inbound communication into Channels
- Let's you TUNE IN to what you care about and tune out what you don't
- Notifies you only for messages you EXPLICITLY care about
- @mentions allow you to poke recipients only when relevant



Step 5: Create Your 90 Day Plan

Identify specific use cases

Conduct pilot

Launch company wide

Example: 90 Day Plan

Month 1

- Identify 3 use cases for Teams
- Engage leadership and secure buy-in
- Develop rules of engagement and how-to resources

Month 2

- Engage 3 departments/groups to pilot Teams use cases
- Identify what works and what doesn't with use cases then modify
- Configure Teams to support use cases for company wide deployment

Month 3

- Launch use cases company wide
- Encourage leadership to consistently promote and adopt the use cases
- Showcase and highlight wins of adopting Teams



Example: Business Use Case

Employee Onboarding

Bring new employees into the department's team from day one and provide a real-time resource of information. Help new employees get up to speed as quickly as possible.

Issue

We currently have a formal onboarding process to inform new employees of processes and resources, however there are limited opportunities to educate them about our departmental culture and create a sense of inclusiveness.

Solution

Bring employees onto Microsoft Teams on their first day at the organization. By integrating early adoption, employees are more likely to participate in conversations – and do so more frequently - and will be more informed at an early stage in their tenure. Employees will also be able to see conversations that happened prior to their start date, to speed up their awareness.

Benefits

- Increase adoption
- Convey department culture and benefits to employees early on
- Live FAQs for new employees
- Historically searchable

Success Metrics

- Use of Microsoft Teams by new employees
- Employee survey response after 90 days

Owner & Timeline

- HR team and Departmental Managers
- Before Summer 2019 hiring season

90-Day Project Plan Template

Designing Governance Policy



Simplifying the learning curve for users

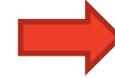
Office 365
Groups



 Planner
 Outlook
 SharePoint
Online

=

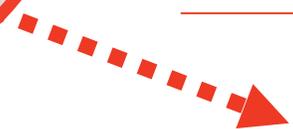
*"Outlook
Group"*


Microsoft Teams

=

"Team"

yammer
The Enterprise Social Network

=

*"Yammer
Connected"*




Benefits of well-governed implementation



Repeatable and consistent service delivery



Administrative efficiency



Accurate cataloging & monitoring of adoption, usage and governance attributes for collaboration workspaces



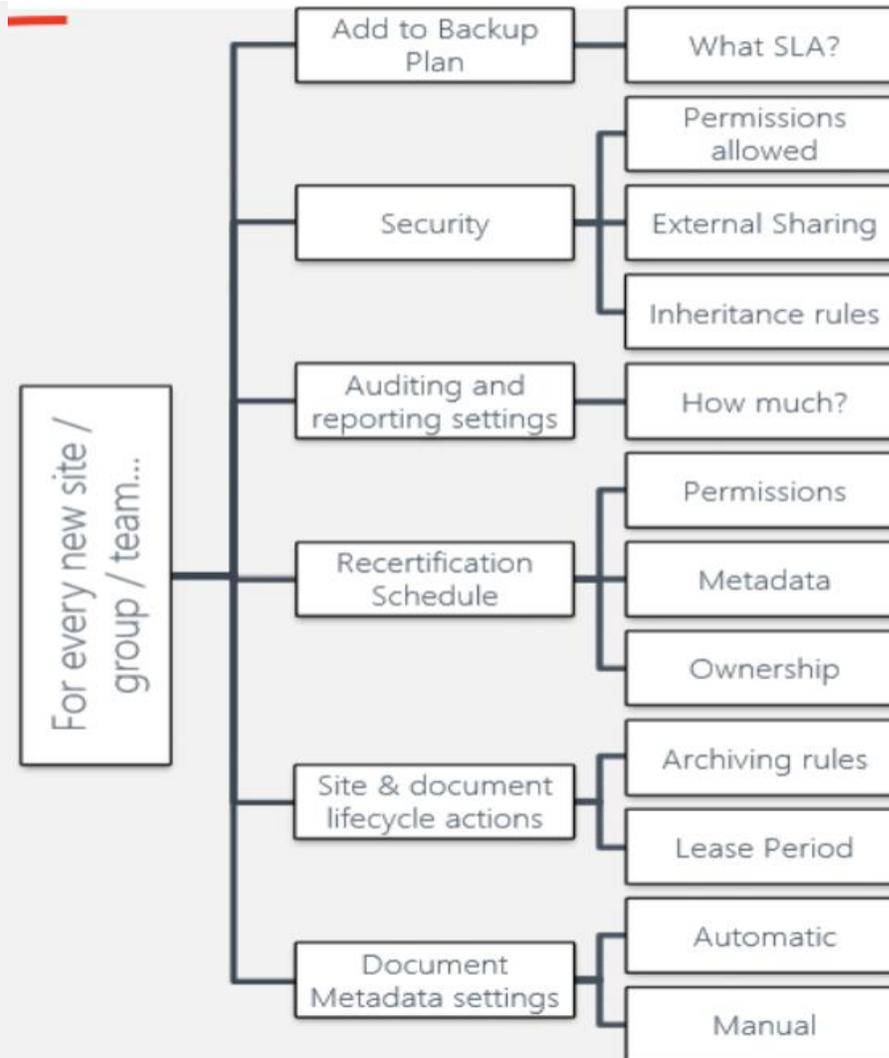
Provable compliance with internal and external policies and regulatory requirements



How do I
manage Office
365
collaboration
workspaces at
scale?



Governance Policy Decision Points



Govern Provisioning

- Sprawl
- Duplication
- Appropriateness
- Convention
- Cataloging



What do I need to govern?



For collaborative workspaces, customers want to govern:

How are Teams requested, approved, and created

Provisioning

How are availability, compliance, and changes managed over time

Management

How do we retain, expire, or dispose of Teams at end of life

Decommissioning



Govern Ongoing Management

- Monitor usage and adoption
- Ensure users aren't doing what they shouldn't
- Quota enforcement
- SharePoint governance



Govern End of Life Processes

- Expiration
- Retention
- Policy enforcement



	DEPARTMENT 	DEPARTMENT 	DEPARTMENT 
EXTERNAL SHARING	No external sharing 	External sharing allowed in: 	External sharing only allowed in: 
EXPIRATION/RETENTION	6 Months after last accessed	12 Months after last accessed	9 Months after last accessed
ALLOW THESE USERS TO CREATE A TEAM	All requests through Central IT	All requests through Department IT	Only Joe, Sally, and Harold can create
RECERTIFY MEMBERS	after 3 Months	after 6 Months	after 12 Months



How AvePoint Adopted Teams in 2018

Company Background

1600 Employee Company, operating in 88 countries

Existing MS Enterprise Agreement

Heavy Skype user with a cloud first mentality in early 2018



Challenge of Introducing Teams when Skype Exists

Users don't know what to use when adding confusion

Employees leverage multiple applications depending on preference

Lost productivity and exposure to risk by not having an enforceable governance solution strategy



What's the plan?

Education- As we understood that TEAMS was the next platform for collaboration, we made it a point to understand its capabilities and how it could potentially solve our potential redundant collaboration challenge

Discussion- Once we recognized that TEAMS was the best fit for our company, we began conversations around the best way to approach the rollout of a new platform. From those conversations we developed a 90 day plan for user adoption.

Leadership involvement- We are very fortunate to have a CMO who recognized the power of TEAMS and how it could positively affect our company. He volunteered to spearhead the initiative from the executive tier.



Transforming our corporate culture (high level plan)

Step 1- Identification of the pilot group

Step 2- Target a simple use case where the user community can see benefit

Step 3- Execute pilot of use case within the pilot group

Step 4- Build excitement around successful pilot and request involvement from additional user groups

Step 5- Begin transition of corporate communications and company updates from Skype to TEAMS to familiarize our user community with UI



Our Pilot User Group- Marketing

- Our internal marketing team was elected as the first group to adopt TEAMS because they needed to communicate with multiple divisions in order to build marketing collateral for all of AvePoint's divisions.
- Event schedules are critical to our business, but we didn't have a single location to reference them. Our sales campaign progress and feedback tracking were stored in multiple locations.
- A combination of SharePoint, Yammer and Skype "could" have solved the problem. Instead, they created, the marketing TEAM with channels to organize the structure of their business within AvePoint.
- This enabled marketing teams to communicate status on events, post new events via calendar, submit tasks via planner, post new presentations via the SharePoint plug in and direct specific, trackable chats within each regional channel to keep the company up to date.



The Net Result

Application Consolidation- We no longer need Skype for one off communication strings for marketing activities.

Direct Communication- sales teams can now receive real-time updates on pending events in their regions and ask specific questions via their channel to get the information they need.

Company Coordination- all teams, including our executives have visibility into all upcoming marketing initiatives and can effectively pass on information to our customers



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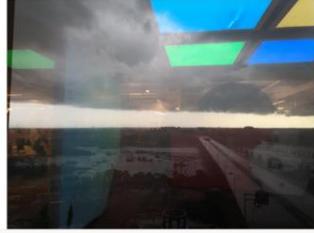
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Drive Adoption Success

This is a Team effort not just IT's job alone

Office 365 Implementation

Business Engagement

Drive
Adoption

Support &
Maintenance



Engage Key Business Groups

Corporate
Communications



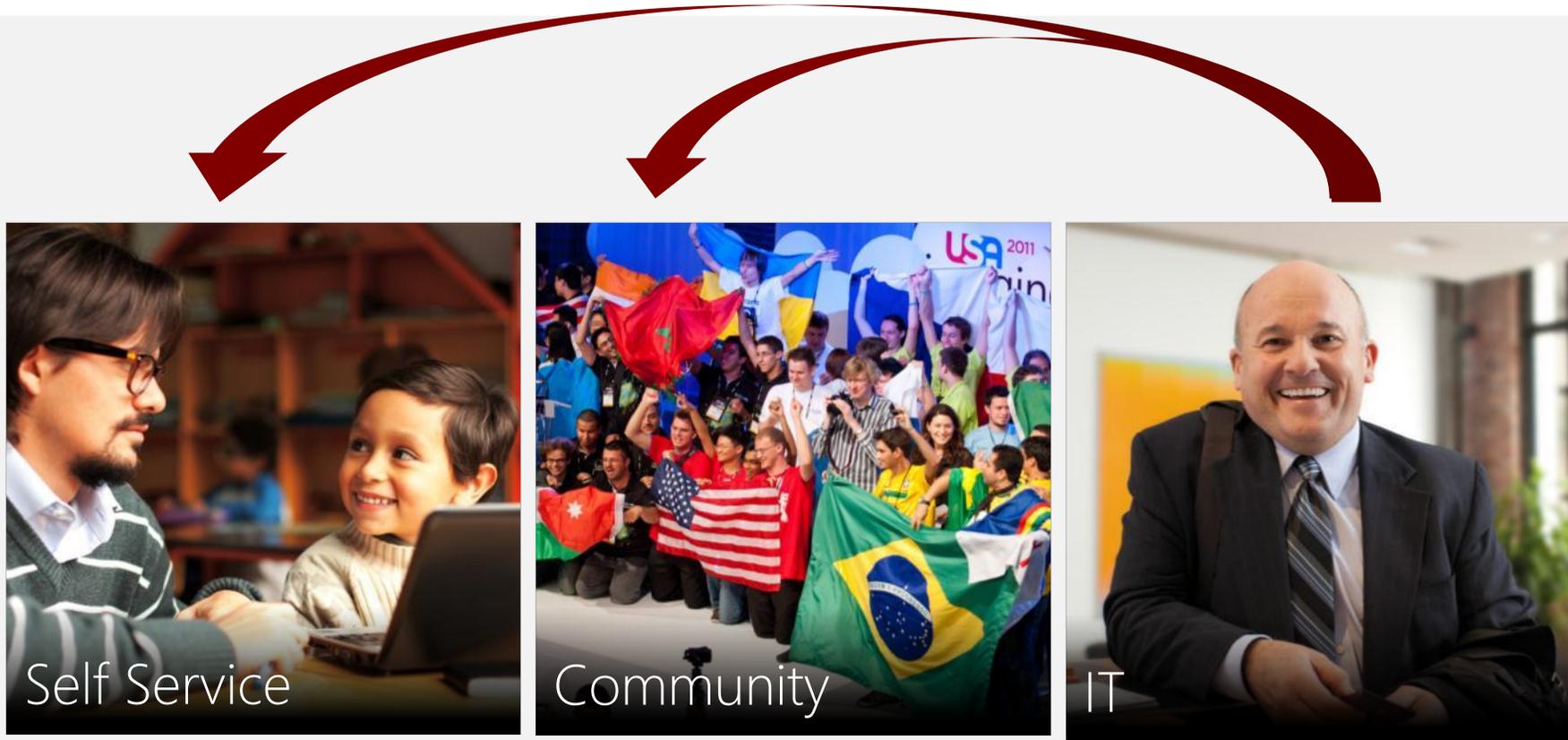
Human
Resources



Facilitate Governed Empowerment



Establish Scalable Support





Month 1: Key Activities

Get stakeholder consensus

Identify low hanging fruits

Conduct proof of concept

Month 2: Key Activities

Launch Teams pilot across 3 departments/groups

Establish help desk / support strategy + resources

Identify success metrics



Month 3: Key Activities

Launch organization wide

Ensure leadership is engaged

Showcase wins





Ensure
sustainable
adoption

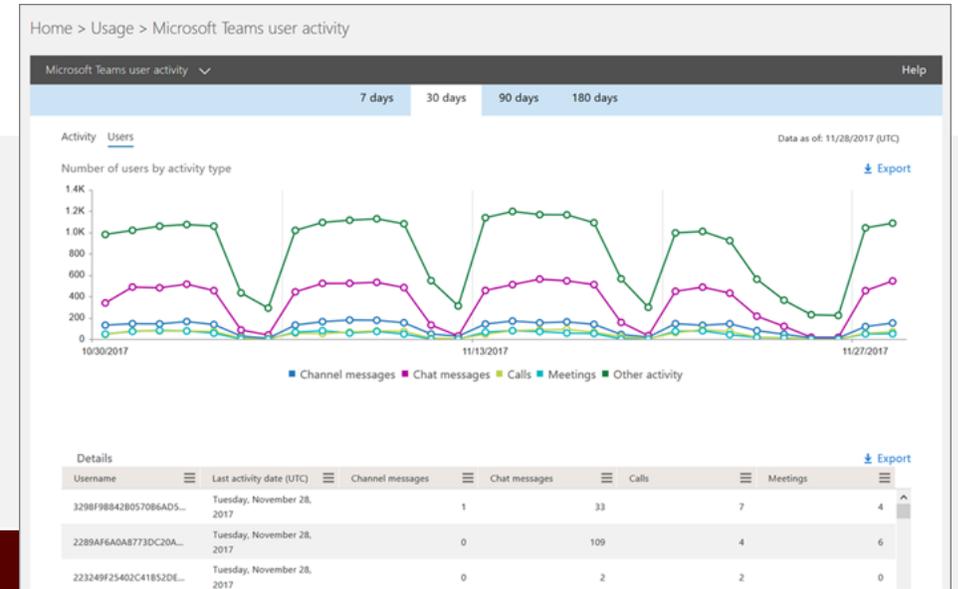
Consistently gather feedback

Schedule regular learning activities

Introduce relevant new features

Measure Success

Achieve real business relevance by measuring your outcomes in terms of ROI. Use Microsoft Teams engagement data to support your findings.



Business Use Case	How did Microsoft Teams help?	What was achieved?	How is it measured?
Team Collaboration	Streamlined collaboration across regional teams to execute go-to-market strategy.	Increasing global spread of business.	15% improvement in increasing number of successful innovations for new products or services.
Employee Engagement	Find experts and information fast.	Time saved in searching for assistance with marketing training resources	30% improvement in access to departmental experts and knowledge.





AvePoint Solutions

Cloud Governance – May 2019

What we are showing today

Self service and
automated
provisioning based
on business need

Site Request

Provisioning Approval

Lifecycle
Management

Inactive Site Notification



New Site/Team Request

Self service and
automated
provisioning based
on business need

Rita Brewer

Rita completes a
questionnaire via
her company's
workspace
catalogue for a
Public Charity Event





Project Management Intranet Sensitive

[Home](#) [Documents](#) [Pages](#) [Site contents](#) [Classic Intranet](#) [Edit](#)

★ Following [Share si...](#)

+ New [Discard changes](#)

Draft saved 9/7/2018 [Edit](#) [Publish](#)



Check on your Current Projects



My Tasks & Dashboard



Check out Intranet Activity



Link to Hub Site

Welcome to the Project Management Intranet! Click Here to work on a project.

[LEARN MORE >](#)



The image shows a screenshot of a SharePoint site interface. On the left, the Office 365 app launcher is visible, listing various applications such as Outlook, Word, PowerPoint, SharePoint, Yammer, People, and GroupHub. A red circle highlights the 'Create Works...' option, with a red arrow pointing to it. The main content area displays a 'Project Management Intranet' dashboard. The dashboard includes a search bar, a 'Draft saved 9/7/2018' notification, and several tiles: 'Check on your Current Projects', 'My Tasks & Dashboard', and a tile with the text 'Project Management Intranet!'. The site is titled 'ent Intranet' and is marked as 'Sensitive'. The top right corner shows navigation icons and a user profile picture.



🔍 Search To-do List

- 🏠 Home
- 📁 Workspace
- 🗨️ Requests

[+ New Request](#)

New Request > Project Management Questionnaire

Before we get started...
We want to help you ensure that all your data is secure and that you have the right tools for the right job. Please answer the following questions to the best of your ability!

Is this a new or existing project?

New Project ▾

How would you describe this project's collaboration? ⓘ

- Traditional Workstream
- Modern Workstream

Is this project going to involve sharing/storing any of the following types of information?

Please select an option... ▾

How would you best describe your purpose for Collaboration? Traditional Modern

Traditional Workstream:

- Document Storage
- Planner/Calendar/Shared Notebook
- E-mail

Modern Workstream:

- Voice Call Support
- Channels with Persistent Chat and Threads
- Planner/Calendar/Shared Notebook
- File Share via Chat
- Integrated Applications





Search To-do List

Home

Workspace

Requests

+ New Request

New Request > Create Team ⓘ

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

* Request Summary

Need a Microsoft Team to work on Contoso Project

Notes to Approvers ⓘ

This project involves working with external users

* Department

Executive

Privacy

- Public - Anyone can see team content
- Private - Only members can see team content

Subscribe Members

- Send copies of conversations and events to team members' inboxes
- Don't send copies of conversations and events to team members' inboxes

Outside Senders

- Allow outside senders
- Don't allow outside senders

* Language

English

Cancel

Save as Draft

Next





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

Kat Larsson

* Secondary Team Contact

Arymundo Pinto

* Team Owners

Kat Larsson

- ✓ Auditing Enabled
- ✓ Lease period of 6 months
- ✓ Option to extend lease by 3 months
- ✓ Recertify members every month

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





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.



Request Approval & Automated Provisioning

Self service and
automated
provisioning based
on business need

Ray Hill

Ray is Rita's manager and
receives an email
requesting approval for her
request



Office 365 | Outlook

Search Mail and People

Folders

- ^ Favorites
 - Inbox 814
 - Sent Items
 - Drafts
- Governance** 22
- ^ Ray Hill
 - Inbox 814
 - Drafts
 - Sent Items
 - Deleted Items
 - Archive
 - Conversation History
 - Governance 22
 - Junk Email
 - Notes
 - In-Place Archive -Ray Hill
- ^ Groups

Governance Filter

Next: No events for the next two days. Agenda

AvePoint Cloud Governance T...
You Have a New Task for Important Project Thu 9/6
 Hello Ray Hill, A new task Important Project submitte...

AvePoint Cloud Governance T...
 You have a new task for site collection owner: Tue 9/4
 Hello Ray Hill, A new task Project Arlington for site co...

AvePoint Cloud Governance T...
 You have a new task for site collection owner: Tue 9/4
 Hello Ray Hill, A new task Project Management Intran...

AvePoint Cloud Governance T...
You have a new task for site collection owne Mon 9/3
 Hello Ray Hill, A new task POC_NW_1 for site collectio...

AvePoint Cloud Governance T...
You have a new task for site collection owne Mon 9/3
 Hello Ray Hill, A new task POC_NW_3 for site collecti...

Two weeks ago

AvePoint Cloud Governance T...
You have a new task for site collection owne 9/1/2018
 Hello Ray Hill, A new task West Coast Partners Intran...

You Have a New Task for Important Project

AvePoint Cloud Governance Team
 Thu 9/6, 3:26 PM
 Ray Hill



Hello Ray Hill,

A new task Important Project submitted by rita.brewer@avepointats.com has been assigned to you at 9/6/2018 7:26:29 PM . Please go to <https://euga.avepointonlineservices.com/Task/Tasks> for more details.

Rita, thank you for getting this tasks site created for us! This looks like a good start to the project.





Search

Home

Workspaces

Requests

+ New Request

Settings

Need Help?

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.





Home

Workspace

Requests

+ New Request

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 Sensitivity	N/A
External Sharing Required	N/A



Self service and
automated
provisioning based
on business need

Rita Brewer

Rita receives an email to let her know that her new workspace is available. She's also provided a detailed report of what policies are applied within the workspace.



Mail - MeganB@M365x44511 X

Microsoft Corporation (US) https://outlook.office.com/owa/?path=/mail/inbox

Office 365 Outlook

Search Mail and People

New | Delete | Archive | Junk | Sweep | Move to | Categories | Undo

Folders

- Favorites
- Inbox 1
- Megan Bowen
- Inbox 1
- Drafts
- Sent Items
- Deleted Items
- Archive
- Conversation History
- Junk Email
- Notes
- In-Place Archive -Megan Bow
- Groups
- ExternalProject_EI
- ExternalProject_FI
- Finance_Project4!
- Finance_OM455
- Finance_Q2QPR

Focused Other Filter

Next: No events for the next two days. Agenda

AvePoint Governance Automa...
You Have a New Task for Xmas in July site col 4:39 AM
Hello Megan Bowen, A new task Xmas in July site col...

AvePoint Governance Automa...
You Have a New Task for Xmas in July site col 4:35 AM
Hello Megan Bowen, A new task Xmas in July site col...

AvePoint Governance Automa...
The Project Space, Site Collection Title, has b... 4:16 AM
Hello Megan Bowen, Hello, Please note that the Inter...

Yesterday

Megan Bowen
You've joined the ExternalProject_EOYCharity Thu 7:59 AM
WorkBrilliantlyTogether Welcome to the ExternalProj...

AvePoint Governance Automa...
The Request Create new space for EOY Charit Thu 7:48 AM
Hello Megan Bowen, The request Create new space f...

Megan Bowen
You've joined the ExternalProject_Fundraising Thu 6:09 AM
WorkBrilliantlyTogether Welcome to the ExternalProj...

AvePoint Governance Automa...
The Request Create new Space for Fundraisin Thu 6:28 AM
Hello Megan Bowen, The request Create new Space f...

AvePoint Governance Automa...
The Request Office Move Project Has comple Thu 3:51 AM
Hello Diego Siciliani|Megan Bowen, The request Offic...

AvePoint Governance Automa...
A Site Collection https://m365x445196.sharep Thu 3:51 AM
Hello Megan Bowen, You are given the responsibility...

The Request Create new space for EOY Charity Event Has Completed

AvePoint Governance Automation Online Team <GAOnline@avepoint.com>
Yesterday, 7:48 AM
Megan Bowen; Megan Bowen; Diego Siciliani

Reply all

Hello Megan Bowen,

The request Create new space for EOY Charity Event submitted by MeganB@M365x445196.onmicrosoft.com has Completed .

Log into <https://mega.avepointonlineservices.com> for more details.

Sincerely,
The Governance Automation Online Team

[Learn more about Governance Automation Online](#)
[Contact Us](#)

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Please do not reply to this e-mail. This e-mail was sent from an unattended mailbox, and replies are not reviewed. Please [contact us](#) if you have any issues.

Getting too much email from AvePoint Governance Automation Online Team <GAOnline@avepoint.com>? You can [unsubscribe](#)



Project Management Intranet

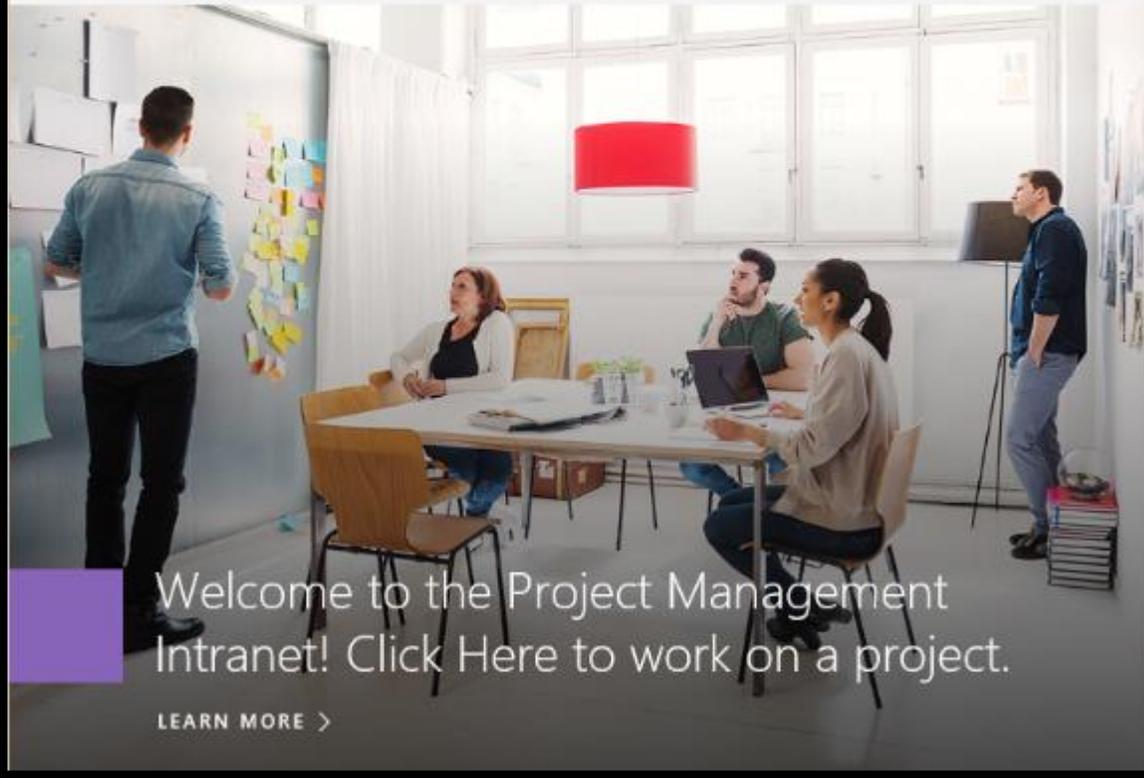
Sensitive

- Home
- Documents
- Pages
- Site contents
- Classic Intranet
- Edit

★ Following [Share si...](#)

+ New [Discard changes](#)

Draft saved 9/7/2018 [Edit](#) [Publish](#)



Welcome to the Project Management Intranet! Click Here to work on a project.

[LEARN MORE >](#)



[Check on your Current Projects](#)



[My Tasks & Dashboard](#)



[Check out Intranet Activity](#)



[Link to Hub Site](#)



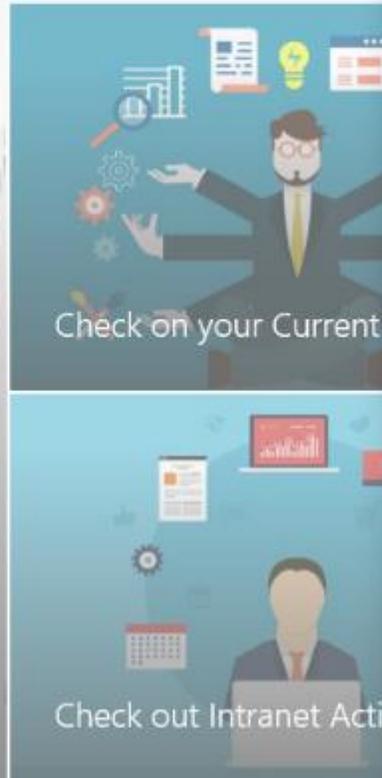


Project Management Intranet

Sensitive

[Home](#) [Documents](#) [Pages](#) [Site contents](#) [Classic Intranet](#) [Edit](#)

+ New ▼ Discard changes



Cloud Governance Panel

[Properties](#) [Metadata](#) [Lifecycle Timeline](#) [Start a Request](#)

Department:

Project Management

Primary project owner:

[Rita Brewer](#);

Secondary project owner:

[Ray Hill](#);

Primary site collection administrator:

[ATSAdmin](#);

Policy:

PM Internal Modern Workspace Policy

Policy Description:

PM Internal Modern Workspace Policy:

- Backed up every 6 hours
- External Users Prohibited
- Auditing Enabled

Lease Period Expiration Date:

4 Day(s)

Will expire on 9/15/2018





Project Management Intranet

Sensitive

[Home](#) [Documents](#) [Pages](#) [Site contents](#) [Classic Intranet](#) [Edit](#)

+ New ▼ Discard changes



Welcome to the Project Management Intranet! Click Here to work on a project.

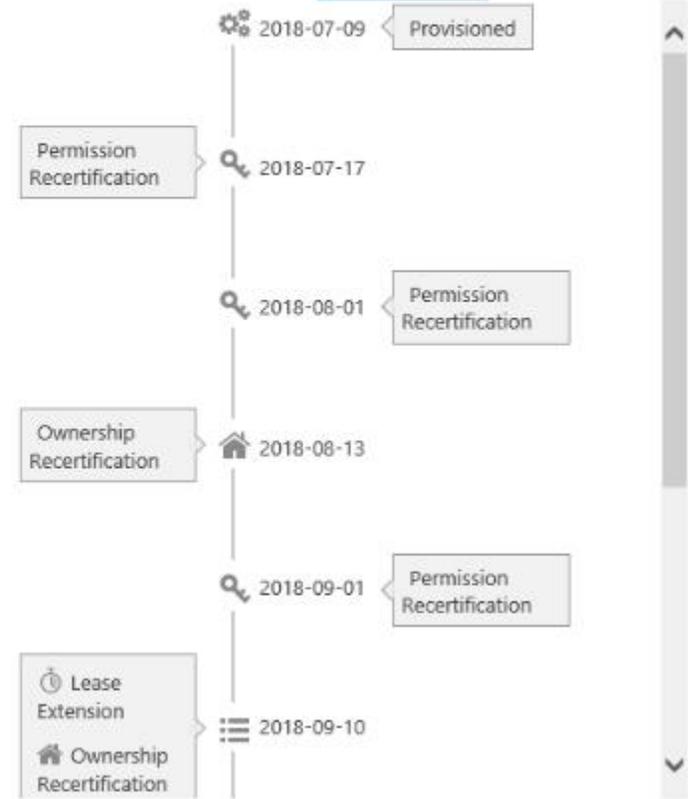
[LEARN MORE >](#)

Check on your Current

Check out Intranet Activ

Cloud Governance Panel

[Properties](#) [Metadata](#) [Lifecycle Timeline](#) [Start a Request](#)



Recertification of Sites & Teams



Home

Workspace

Requests

+ New Request

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 Sensitivity	High
External Sharing Required	Yes





Cancel

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





Cancel

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.

Add Member Add Owner Promote to Owner Remove from Group Reset

Username	User Role	Change Action
<input checked="" type="checkbox"/> Administrator MOD	Group Member	
<input type="checkbox"/> Adele Vance	Group Owner	Promoted
<input type="checkbox"/> Administrator MOD	Group Member	
<input type="checkbox"/> Ashley Lim	Group Member	Removed

Back

Next

What we covered

Establish a Sustainable Adoption Plan

5 Steps to educate users about Teams

Designing Governance Policy

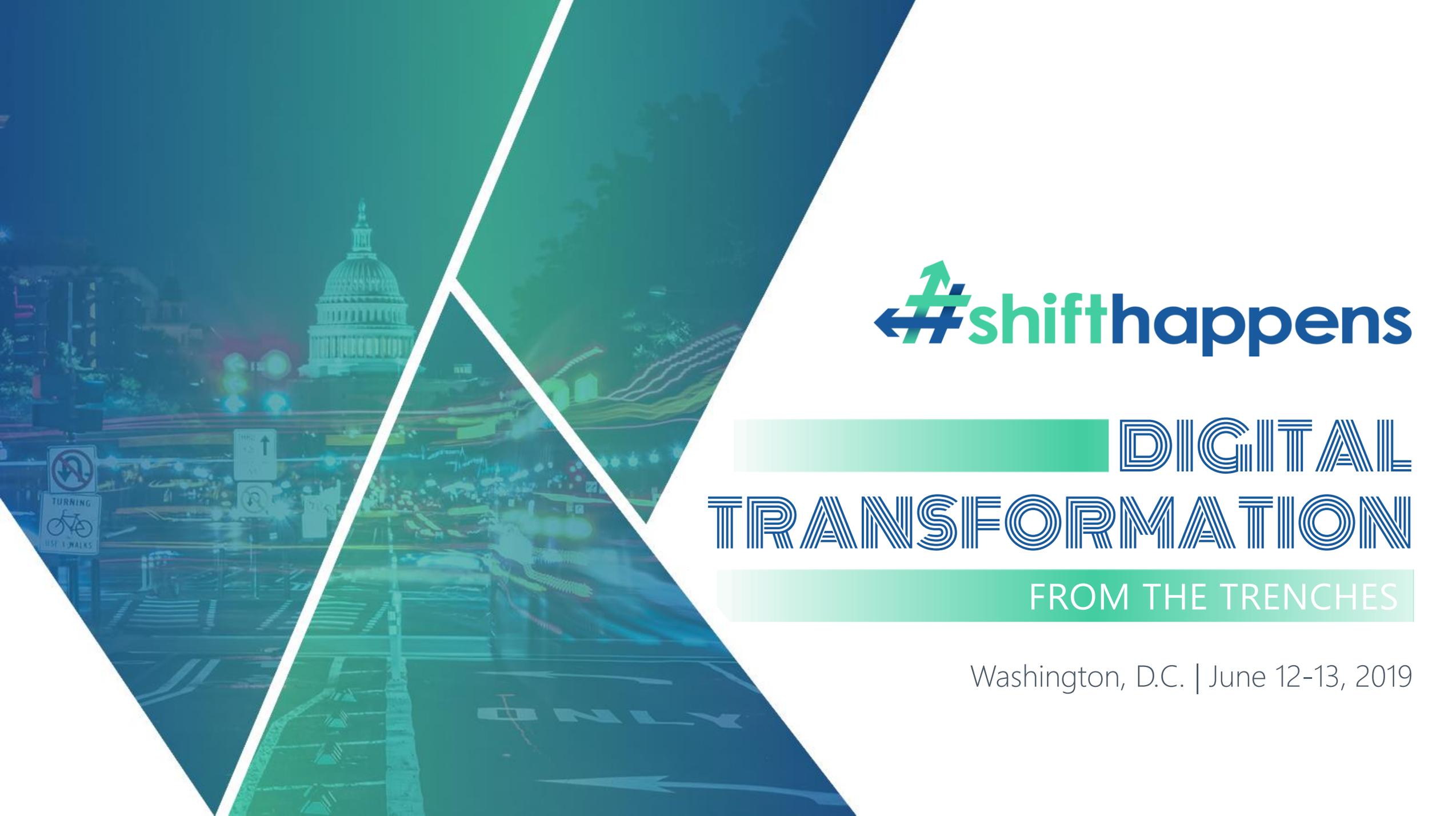
90-Day Project Plan Template

How AvePoint Adopted Teams

Driving Sustainable Adoption

AvePoint Governance Examples





 #shifthappens

DIGITAL
TRANSFORMATION

FROM THE TRENCHES

Washington, D.C. | June 12-13, 2019

Let's
Connect

Justin Walker

<https://www.linkedin.com/in/justin-walker-49116451/>
justin.walker@avepoint.com

Download workshop resources:

<http://www.avepoint.com/speaking>

thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう
ございます

ໜ້ອຍຄຸນຄຳ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem



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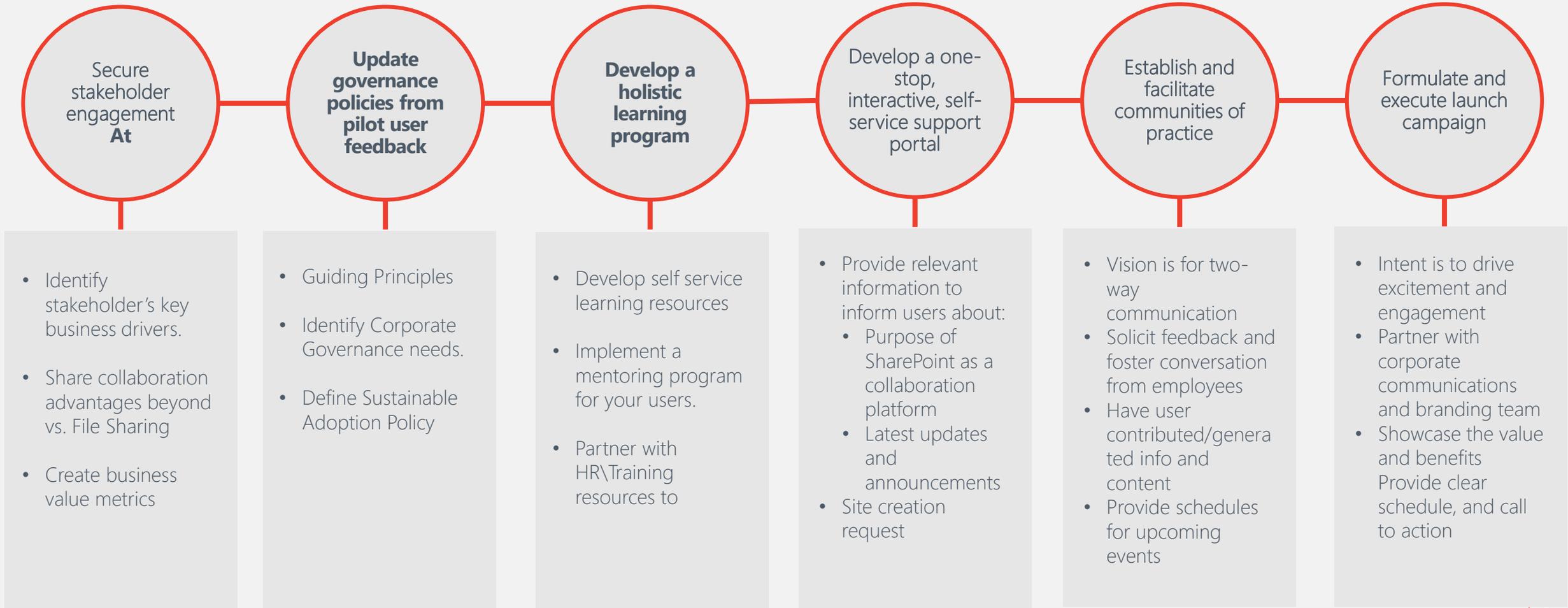
Strategies for Teams Adoption

Planning for 90 days to TEAMS Adoption

- Develop sustainable Teams training and adoption recommendation
 - Learning resources
 - Training Schedules that capture feedback from pilot users
 - Incentive models
 - Communities of practice
- Develop sustainable TEAMS support structure recommendations
 - Scalable support model
 - Core requirements and recommendations for a self-service portal
 - Identification of relevant tools



First 3 Month Plan



First 3 Month Plan



Next 6-12 Month Plan

