Microsoft 365 Collaboration Planning

Many organisations deployed Microsoft Teams to meet an immediate need for remote working. In many cases, this also gave access to additional collaboration and productivity services, including SharePoint and OneDrive. These services are picked-up by the business and used in different ways, and to varying degrees. The use and adoption of Microsoft 365 becomes organic, rather than being fully considered and properly planned.

You may be in a similar position, struggling with the wider adoption of Microsoft 365 collaboration services, and a lack of overall governance and strategy. Do your employees know which services to use and when? What information should be stored where? You may be facing additional issues, such as Teams and SharePoint "sprawl", or concerns about where sensitive data is being stored and who it can be accessed by.

Your employees may also be working with content stored in on-premises file shares, older versions of SharePoint on-premises or other cloud environments. Consolidating these environments and migrating the content to a well-governed Microsoft 365 environment will ensure that the business has everything it needs in one place.

If you're in a similar position, worry not, we can help get things back on track. Our Microsoft 365 Collaboration planning engagement will provide:

- A review of your current Microsoft 365 tenant configuration and the use of Microsoft 365 collaboration services, highlighting any issue or concerns.
- A review of your current source environments and how they are used.
- An agreed strategy and approach for using Microsoft Teams, SharePoint, and OneDrive across the organisation.
- Clear governance, communications, and guidance for employees, about how Teams, SharePoint and OneDrive should be used.
- Recommend additions for security and governance, to ensure data is correctly managed and protected.
- Migration planning to bring all of your content into one location.
- A clear plan for configuring Microsoft 365, and re-engaging, training, and on-boarding your employees.

How We Can Help

It's not just the technical configuration that's in scope. We also include other key areas, such as communications, training, and governance. We believe good governance provides the foundation of all successful Microsoft 365 deployments. Governance discussions, and subsequent decisions, ensure all key aspects of your Microsoft 365 deployment are fully considered i.e., which services will be used, and how they will be managed, secured, and adopted.

Below is an overview of the main topics covered during our Microsoft 365 Collaboration planning engagement:

- Review your existing tenant configuration and use of Microsoft 365 collaboration services.
- Review your existing storage environments such as file shares, on-premises SharePoint or other cloud hosted platforms.
- Discuss organisational use cases for Teams, SharePoint and OneDrive, and their suitability to your business.
- Review supporting tools and processes for managing the security and lifecycle of Microsoft 365 content.
- Discuss common governance requirements and confirm the initial governance decisions for your organisation.
- Confirm how all relevant Microsoft collaboration services will be used, configured, managed, and supported.
- If you're migrating existing files, we'll confirm the scope and migration approach.
- Create a report which covers all workshop discussions, decisions, and recommendations.
- If required, we will also provide a proposal to assist with implementing the recommended actions and activities.