

# M365 Collaboration Review & Recommendations



## The Problem

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 used by the business 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 when, and 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.

## The Solution

### Microsoft 365 Collaboration – Review and Recommendations

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



**A review of Microsoft 365** tenant setup and collaboration services, highlighting issues or concerns.



**An agreed strategy** for using Teams, SharePoint, and OneDrive across the organisation.



**Clear governance**, communications, and employee guidance for Teams, SharePoint, and OneDrive.



**Security and governance** recommendations to ensure proper data management and protection.



**Action plan for Microsoft 365** configuration, employee re-engagement, training and onboarding.



## The Engagement

Our scope goes beyond technical setup to include communications, training, and governance. We believe strong governance underpins every successful Microsoft 365 deployment, guiding which services are used and how they are managed, secured, and adopted.

- **Review current tenant configuration** and use of Microsoft 365 collaboration services.
- Explore use cases for **Teams, SharePoint, and OneDrive**, and assess business fit.
- **Review tools and processes** for securing and managing Microsoft 365 content life cycle.
- **Discuss governance requirements** and agree on initial governance decisions.
- Confirm how Microsoft collaboration services will be **configured, managed, and supported**.
- **Define scope and approach** for any file migrations.
- **Provide a detailed report** of discussions, decisions, and recommendations.
- **Offer a proposal** to support implementation of recommended actions if required.