

# SPC 2019 Wrap Up

**Ben Creamer**  
Sharing Minds

# SPC2019 - Agenda

## Event Intro

- Keynote Summary
- SharePoint
- OneDrive
- Teams
- PowerApps / Flow
- Stream
- Yammer









# Keynote

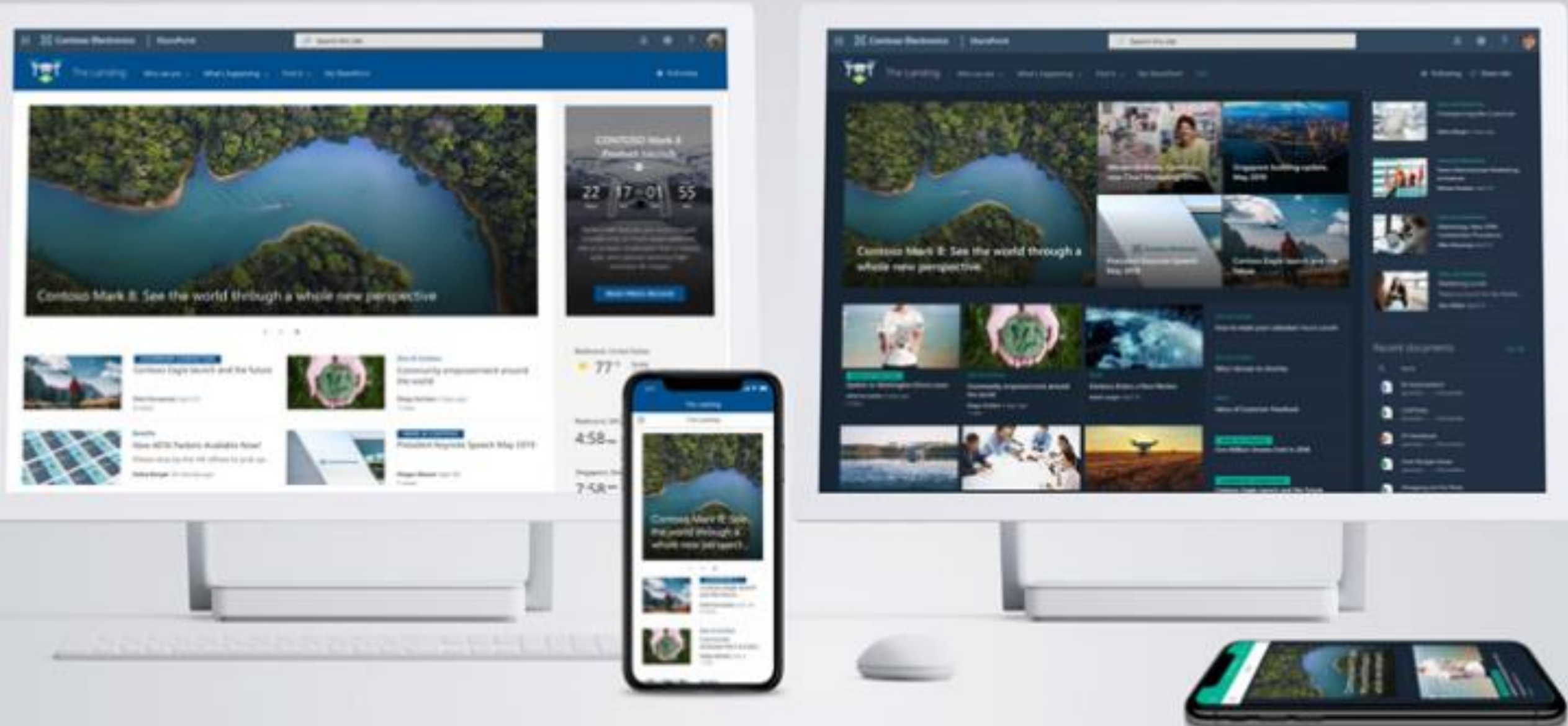
- 4<sup>th</sup> Age – Digital
- Data is the new Currency
- Telecommuting is the new norm – Working anywhere
- AI infused into everything
- Teams work fast and Agile
- MS Teams – Fastest growing app ever (500,000 Organisations)
- 180 Million people use O365 Now..
- 20yrs since Jeff Teper ran the initial build of SharePoint (under his desk)
- MS SharePoint is the worlds biggest Azure Customer / Consumer

SharePoint

# SharePoint – Home Sites (Jul – Sept)

- Home Sites are "a communication site that is designed and designated to serve as the top portal"
- SharePoint home sites are the new landing sites and are built on a Comms site. This new type of communication site brings together news, events, content, conversations, and video, in order to reflect priorities and brand. This is a complete, built-in intranet right there in Office 365. News, personalised content, engaging videos, intelligent search, and accessibility and responsiveness.
- A Home Site differs from a Communication Site in that an organization's "official" news gets shown by default and the landing page is connected to a user's SharePoint home page. The page features the so-called "megamenu layout" for navigation by users, which shows the whole menu instead of using flyouts.
- It's possible for a Home Site to be a Hub Site, per a FAQ in [this Home Site announcement](#).
- Microsoft is planning on making Home Sites the new home page for the SharePoint Mobile App.
- IT pros can make a Communication Site become a Home Site via "a PowerShell command." Typically, organizations would create one Home Site per Office 365 tenancy, Microsoft indicated.

# SharePoint – Home Sites



# Site Design Wizard

- New Starter Site design Wizard coming with layout options such as "a vertical section" and "new webparts." This will provide greater functionality in page layout and design

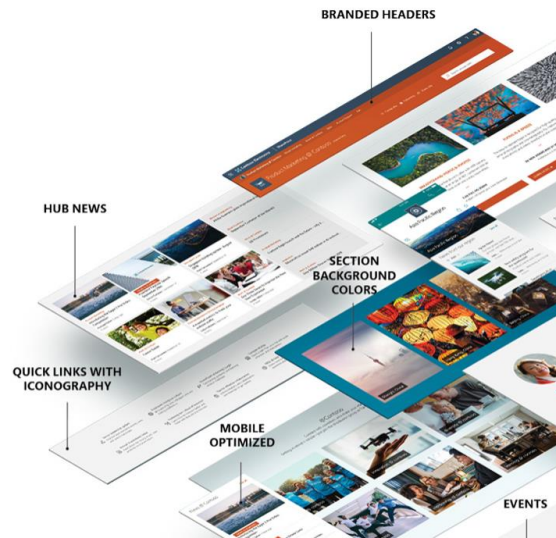


# SharePoint Look Book - Updates

- Microsoft Design Examples of Modern Sites
- Administrators can use the [SharePoint Provisioning Service](#) to automatically provision [SharePoint Look Book designs](#) to any tenant.

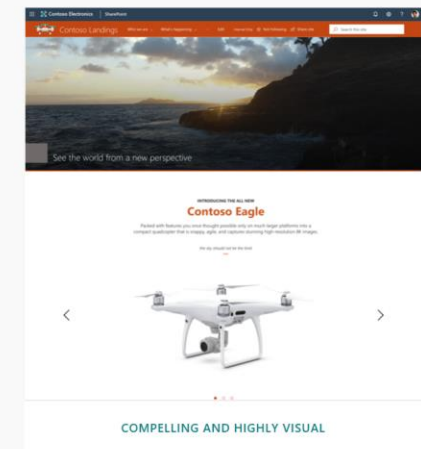
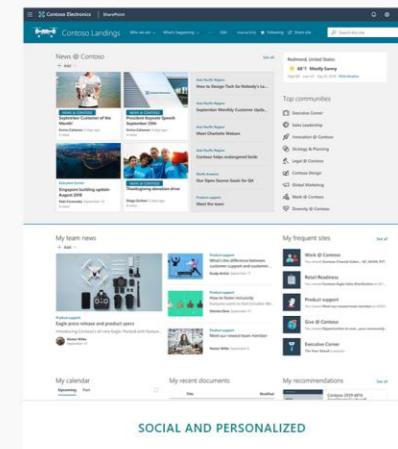
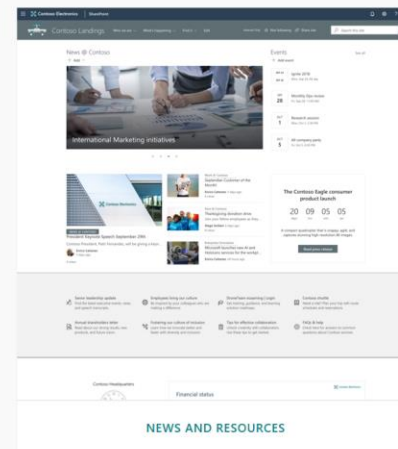
## LOOK BOOK SharePoint

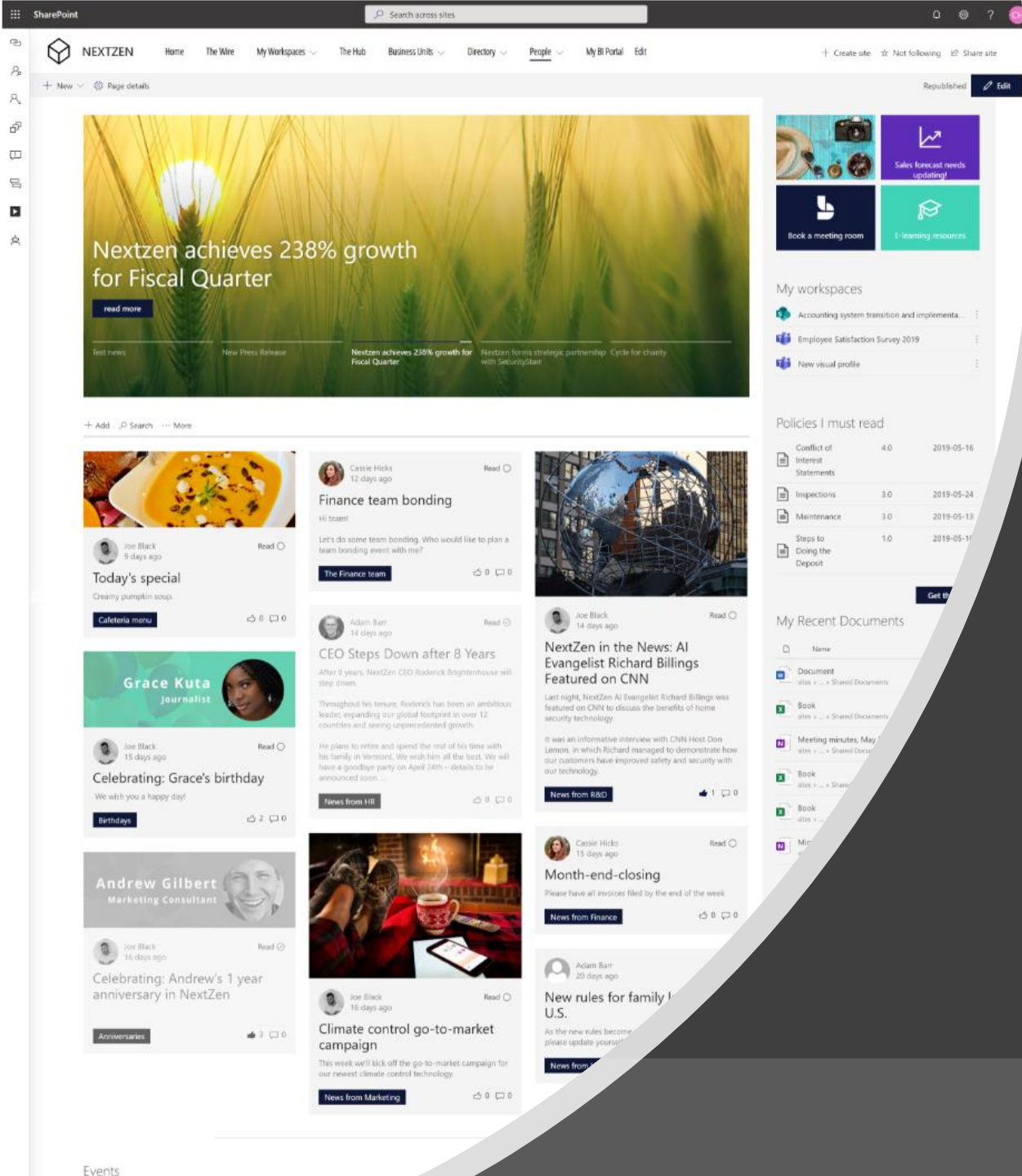
**Get inspired.  
Discover the modern  
experiences you can  
build with SharePoint  
in Office 365.**



## Intranet homepage

Your intranet homepage is the place where people in your organization can get informed, get inspired, and discover news and resources.





# Home Sites – Wizdom Example

# Home Sites – Wizdom Benefits

- Policy and Procedure Management – Admin, Author, User Level
- Centralised Governance
- Site Provisioning (LT, Wiz or 365 Object)
- Personalisation (Subscribe to their own news, information)
- Wizdom Mobile Application (Policy Management)
- Standardised Branding Control – Tenant Wide (HTML, CSS)
- Power Panel – Follows your browser experience
- Mega Menu – Wasn't available OOB in Office 365 (UserVoice Request)
- Accelerator – Intranet in a box capability (1hr)
- Innovation App Functionality
- Replace Users – Page Owner (Auto Update Admin Tool)
- Forget Users – GDPR Protection (to make a user Anonymous)



# SharePoint Spaces

- SharePoint Spaces, a way of building 3-D SharePoint Online sites that provide mixed-reality experiences for users wearing headsets. At this year's event, Microsoft showed off the use of SharePoint Spaces for viewing its "campus" headquarters, as well as Microsoft's new construction plans.
- More than 1,800 companies have applied to use the "limited preview" of SharePoint Spaces, but Microsoft is currently just working with a "handful of those customers" to develop the SharePoint Spaces feature. The company is planning to share more about SharePoint Spaces at the Microsoft Ignite event coming this year in November.

# SharePoint Start Page

The start page is all about "me", and will contain content relevant to yourself, with items such as featured links, recent documents, and saved files. This is the personalized place that anyone can go, to see what they are working on, and quickly access their files and favourite sites

# SharePoint Migration Tool

The SharePoint Migration Tool, used to move local sites to SharePoint Online, has a SharePoint Server 2013 site migration capability that's now generally available. Microsoft described it as a "comprehensive solution for migrating your SharePoint Server 2013 sites and their settings and content." There's also a SharePoint Server 2010 migration capability for moving content to SharePoint Online in Office 365, but it's still at the preview stage. The SharePoint Migration Tool now has support for 11 languages, Microsoft indicated.



# SharePoint – Azure Stack

- What is Azure Stack?
  - **Azure Stack** is a hybrid cloud computing software solution developed by Microsoft based on the company's **Azure** cloud platform. **Azure Stack** is “datacentre in a box appliance” designed to help organizations deliver **Azure** services from their own data center.
- Support for running Azure Stack on SharePoint Server 2016 or SharePoint Server 2019 was discussed, although the timing wasn't advised.

# SharePoint Search updates

- Search is everywhere – M365, Office, Desktop, mobile app, Teams SharePoint or OneDrive
- The Fluid Framework, expected to arrive later this year with an SDK, will enhance user collaborations on documents in near-real time across Office applications
- Dec 2019, custom refiners, custom verticals, display templates and more extensibility, more scale, more content types, inline @Office help assistance, machine teaching, Custom adaptive cards, curation of search results and more. The search index will also be faster.
- Content will be searchable within 15 seconds of an addition or change.

# Multi-Geo Capability

- New Multi-geo capabilities for SharePoint and Office 365 groups,
- Store your sites' data in one or more worldwide locations that you select.
- Satisfies data sovereignty requirements for those locations.
- Limit is now >500 Users

The screenshot shows the 'Admin' center in SharePoint. The left sidebar lists navigation options: Home, Sites, Policies, Settings, Advanced, OneDrive admin center, and Data migration. The 'Advanced' section is expanded, showing 'Geo locations' and 'API management'. The main content area is titled 'Geo locations' and includes a map of the world with labels for various regions: NAM (North America), GBR (United Kingdom), JPN (Japan), EUR (Europe, Middle East, Africa), and AUS (Australia). Below the map, a storage usage gauge for NAM shows 1.4 GB used out of 245.4 TB available. A sidebar on the right titled 'Add satellite location' offers radio button options for Asia-Pacific, Canada, France, India, and Korea, with 'Next' and 'Cancel' buttons at the bottom.

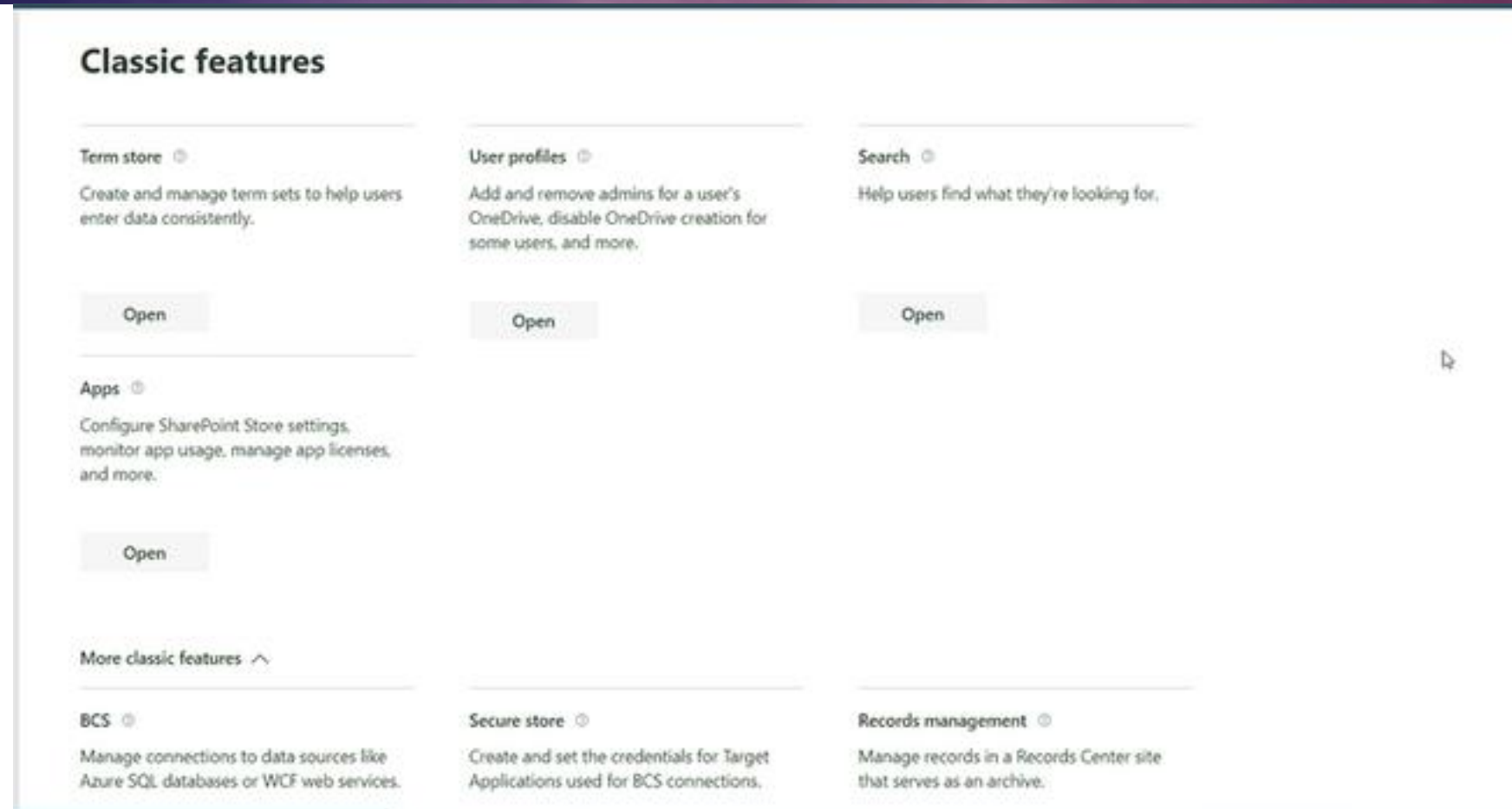


# SharePoint – Admin Center Updates (intro)

- Classic Vs Modern Settings
- Bulk Site Management
- Sensitivity / Privacy Labels across 365 Applications (coming later 2019)
- URL Renaming of Sites - PowerShell cmdlet (invoke-spositeswap)

# SP Admin Ctr – Classic Vs Modern settings

The SharePoint Admin Center –  
Classic and Modern = Feature Parity



# SharePoint Admin Center – Bulk Site Mgmt

## Active sites ⓘ

+ Create   Bulk edit ▾

Site name ▾	Primary admin ▾	Hub site association ▾
Communication site	Company Administrator	-
<input checked="" type="checkbox"/> Contoso Landings	MOD Administrator	-
<input checked="" type="checkbox"/> Development	MOD Administrator	Work @ Contoso
Drone	Navjot Virk	-
<input checked="" type="checkbox"/> Hologram	Navjot Virk	-
HR	MOD Administrator	Work @ Contoso
Leadership	Group owners	Work @ Contoso
Mark & Project Team	Group owners	-
Motherboard	Navjot Virk	-
News @ Contoso	MOD Administrator	Work @ Contoso
Operations	Group owners	Work @ Contoso
Operations	Group owners	-

## External sharing ⓘ

3 sites selected

Site content can be shared with:

- ☐ Anyone  
Users can share files and folders using links that don't require sign-in.
- ☐ New and existing guests  
Guests must sign in or provide a verification code.
- ☐ Existing guests only  
Only guests already in your organization's directory.
- ☐ Only people in your organization  
No external sharing allowed.



# Classification - Sensitivity and Retention Labels

## Labels

Sensitivity labels Retention labels

When published, retention labels appear in your users' apps, such as Outlook, SharePoint, and OneDrive. When a label is applied to content (or by the user), the content is retained based on the settings you chose. For example, you can create labels that retain content for a certain amount of time or simply delete content when it reaches a certain age. [Learn more about retention labels](#)

+ Create a label Publish labels Auto-apply a label Refresh

Name	Created by	Retention duration	Last modified
Medical Records Retention Policy	Megan Bowen	7 years	04/20/2021
PII Retention Policy	Megan Bowen	7 years	04/20/2021
Public	Megan Bowen	1825 days	04/20/2021
Personal Financial PII	Megan Bowen	1095 days	04/20/2021
Employee Records	Megan Bowen	Unlimited	04/20/2021
Private	Megan Bowen	1825 days	04/20/2021
Product Retired	Megan Bowen	3650 days	04/20/2021
Confidential	Megan Bowen	7 years	04/20/2021

### Top Secret

Edit label Publish label Delete label

#### Name

Top Secret

#### Display name

Top Secret

Edit

#### Tooltip

1. Apply to Highly confidential documents
2. Documents and emails will be watermarked and have must have headers and footers
3. Office documents will be encrypted

Edit

### Executive Team Only.

Edit label Publish label Delete label

#### Name

Executive Team Only.

#### Display name

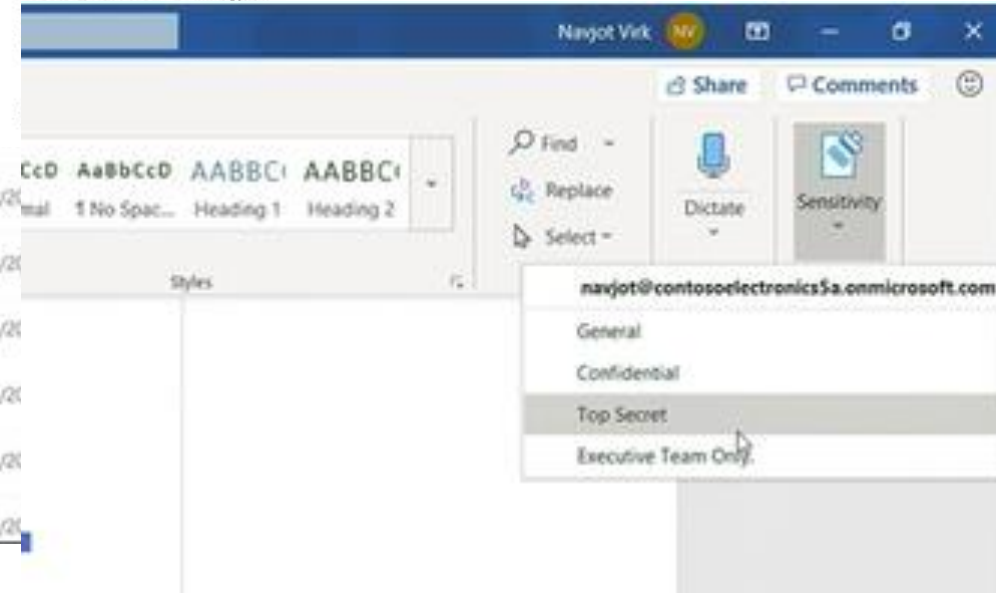
Executive Team Only.

Edit

#### Tooltip

Only for members of the Executive team. Documents will be RMS protected.

Edit




# SharePoint Admin Center – Site URL Rename

## Active sites ⓘ

+ Create  Owners ▾  Hub site ▾  Sharing  Delete

 Search sites

Site name ↑ ▾	Primary admin ▾	Hub site association ▾	Template ▾	Extern
Communication site	Company Administrator	-	Communication site	Off
Contoso Landings	MOD Administrator	-	Communication site	Off
Development	MOD Administrator	Work @ Contoso	Communication site	Off
 Drone	Navjot Virk	-	Communication site	On

## Change site address


Site address

**ProjectV-Reality** I

.../sites/ProjectV-Reality

Hi Navjot,

Here is the drone pricing you asked for.

 This link will work for anyone in Contoso.



Drone Project Pricing



Open

Drone  
Pricing Guidelines  
Version 2.0  
2019

# SharePoint – Compliance Portal

- Microsoft 365 is getting new records management capabilities.
  - Document retention periods "across SharePoint, OneDrive for Business, Teams, Exchange and more." Users can see a review of "bulk disposition, retention extensions, or re-classifications." Microsoft also added "native connectors" that can be used to archive non-Microsoft 365 data, such as social media data from Facebook or Twitter.
- Also coming soon is a machine learning "classifier" capability that will indicate when offensive language has been used. Other classifiers in the works include "attorney client privilege, resume and source code," plus a "classification assistant" that organizations can train for their own compliance purposes.

# External Sharing Management

## Sharing

Use these settings to control sharing in SharePoint and OneDrive.

### External sharing

Users can share with:

SharePoint OneDrive



Your sharing setting for OneDrive can't be more permissive than your setting for SharePoint.

#### Advanced settings for external sharing ^

- ☐ Allow or block sharing with people on specific domains
- ☐ External users must accept sharing invitations using the same account that the invitations were sent to
- ☐ External users can share items they don't own
- ☒ Site access for new external guests will automatically expire in this many days

## User Expiration

The user expiration policy is enabled. [Learn more](#)

Extend expiration	Expire now	
Name		Email
marcwindle@outlook.com		marcwindle@outlook.com
albertfox08@outlook.com		albertfox08@outlook.com
yvonnecarlos1@hotmail.com		yvonnecarlos1@hotmail.com
eugenelin1@outlook.com		eugenelin1@outlook.com

- Preview Q3 2019
- Tenant Level – External Sharing Expiration timeframes



# SharePoint List and Libraries

- List from list and list from an Excel

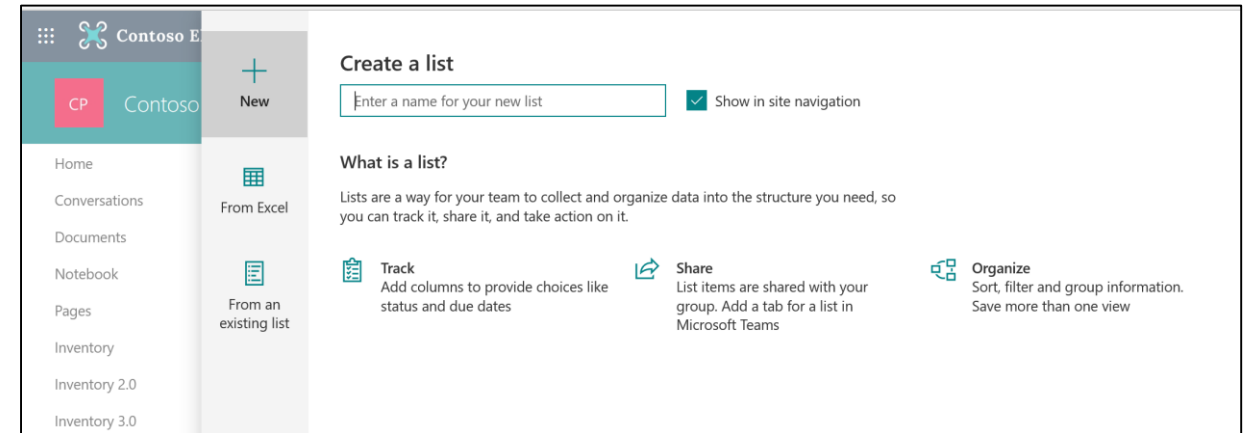
- Rolling out now

- New List from existing list (schema-only)
  - New List from Excel

- Improved Quick Edit

- Coming soon

- Performance Improvements
  - UI consistency with modern:
    - Column headers, People Picker
  - Filters Pane
  - Column Formatting
  - Preserve Sort and Filter from main view



	Product ID ▾	Product Price ▾	Store Location ▾	Vendor ▾	Vendor Personnel ▾	Corporate Discount ▾	In stock ▾	Units sold ▾	+
	P14AK316	\$1,499.00	San Mateo	Wide World Importers	Julie Rocha	TRUE ▾	-97	4,027	
	P23ZX933	\$2,499.00	Los Angeles	Van Arsdel, Ltd.	Cody Wichita	TRUE	-21	3,607	
	P22XK768	\$399.00	Chicago	Wide World Importers	Byron Driggers	TRUE	48	4,285	
	P83AR557	\$60.99	San Bruno	Adatum Corporation	Lois Walsh	TRUE	80	6,957	
	P20TG073	\$228.99	San Bruno	Van Arsdel, Ltd.	Grover Sigmon	TRUE	-87	7,556	
	P40IA143	\$53.99	Chicago	Adatum Corporation	Annette Sanford	TRUE	-18	1,045	

# Custom List Import Functionality

Global Marketing Sales & Marketing Brand @ Contoso Retail Product Support



Retail

Public group ☆ Not following ↩ Next steps 👤 26 members

+ New ✎ Quick Edit 📄 Export to Excel ⚙ PowerApps ⚡ Flow ⋮

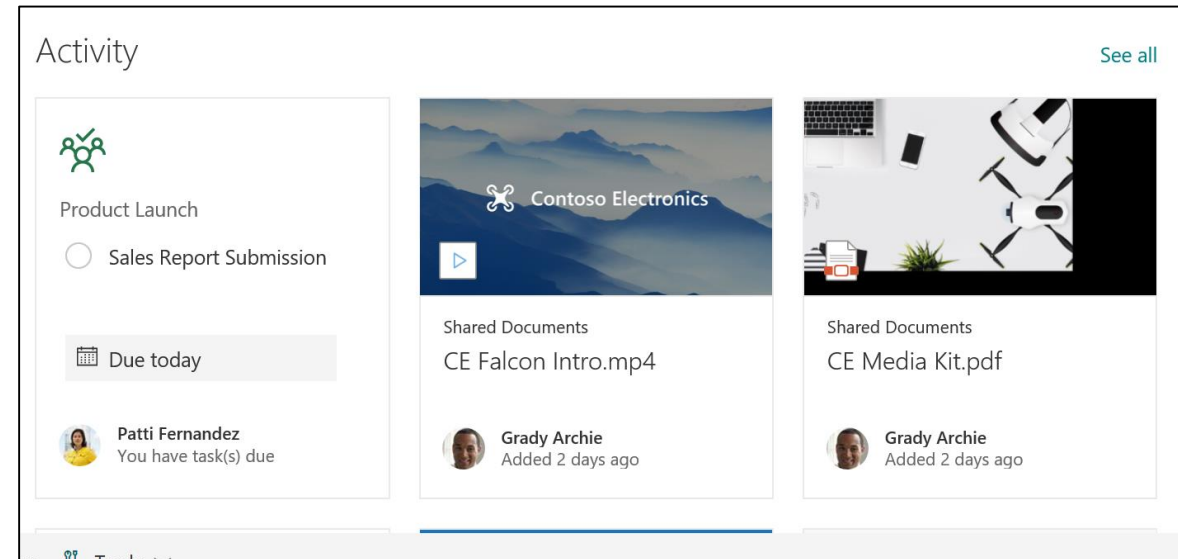
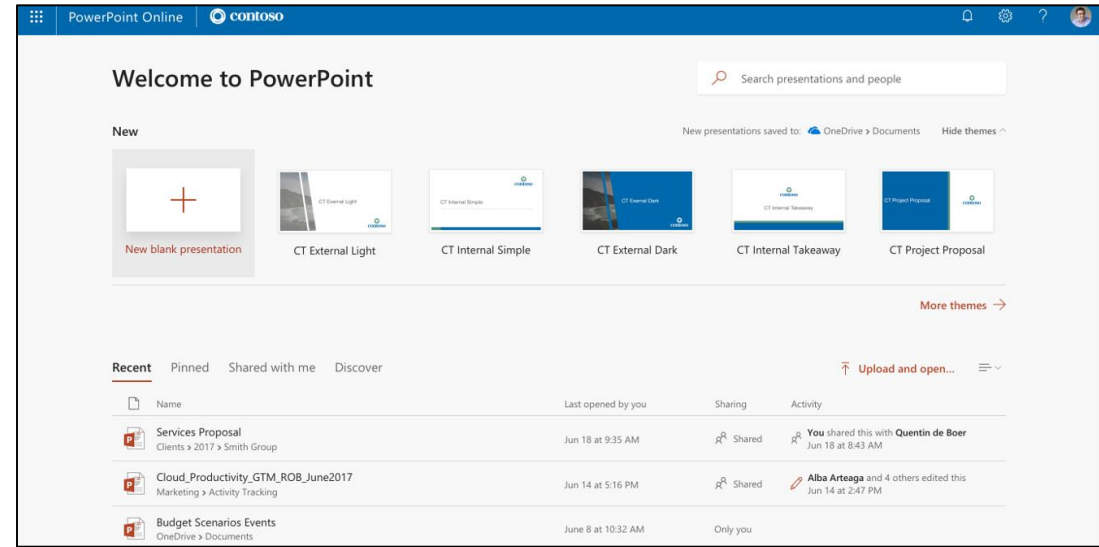
☰ All Items 🔍 ⓘ

## Stores

Title	Headcount	Manager	City	State	Address	Phone	Country	Budget	+ Add column
Ala Moana Center in Honolulu	18	Lee Gio	Honolulu	HI	1450 Ala Moana Blvd 2238	(855) 270-6581	USA	\$92,800.00	
Aventura Mall	1	Lynne Robbins	Aventura	FL	19501 Biscayne Boulevard	(855) 270-6581	USA	\$56,500.00	
Beachwood Place	11	Diego Siciliani	Beachwood	OH	26300 Cedar Rd	(855) 270-6581	USA	\$52,800.00	
Bellevue Square Mall	14	Chris McNulty	Bellevue	WA	116 Bellevue Square	(425) 519-3580	USA	\$8,600.00	
Bridgewater Commons	8	Diego Siciliani	Bridgewater	NJ	400 Commons Way	(908) 809-7320	USA	\$1,800.00	
Burnaby/Metropolis at Metrotown	6	Isiah Langer	Burnaby	BC			Canada	\$63,300.00	
Calgary/Chinook Centre	19	Pradeep Gupta	Calgary	AB			Canada	\$83,400.00	
Cherry Creek Mall in Denver	1	Jordan Miller	Denver	CO	3000 East 1st Avenue	(855) 270-6581	USA	\$11,600.00	

# SharePoint team sites – home pages

- Available Soon
  - New files experience in Teams and One Drive
  - Hub join Approval
  - First run tips and tricks help for team site Owners
  - Site navigation reorder via drag & drop
- 
- Later This year
  - Extract a site to a site design, including multiple lists, branding & navigation (using PowerShell)
  - Office enterprise document templates
  - Planner Cards in site activity



# SharePoint List and Libraries

- Column and View Formatting
- Coming Soon
- Number Bar column formatting UI
- In Development
- Rule Builder UI for view and column formats
- Alternate Rows view style UI
- Rich text formatting UI
- Tile-Based View support in JSON
- Light Weight Form customizations
- PowerApps forms for document libraries

Format Impact column

Minimum value

0

Maximum value

9

The largest number in this column is: 10

Data bar color

Positive values

Negative values

MARKET SEGMENT PERFORMANCE  
SALES AND MARKETING TEAM

2009

2Y Market Segment Performance.docx  
Super Drone  
Sign off Pending Edit Item

918 Meeting on XT7000 Notes.docx  
Spy Drone XL  
Request Sign Off Edit Item

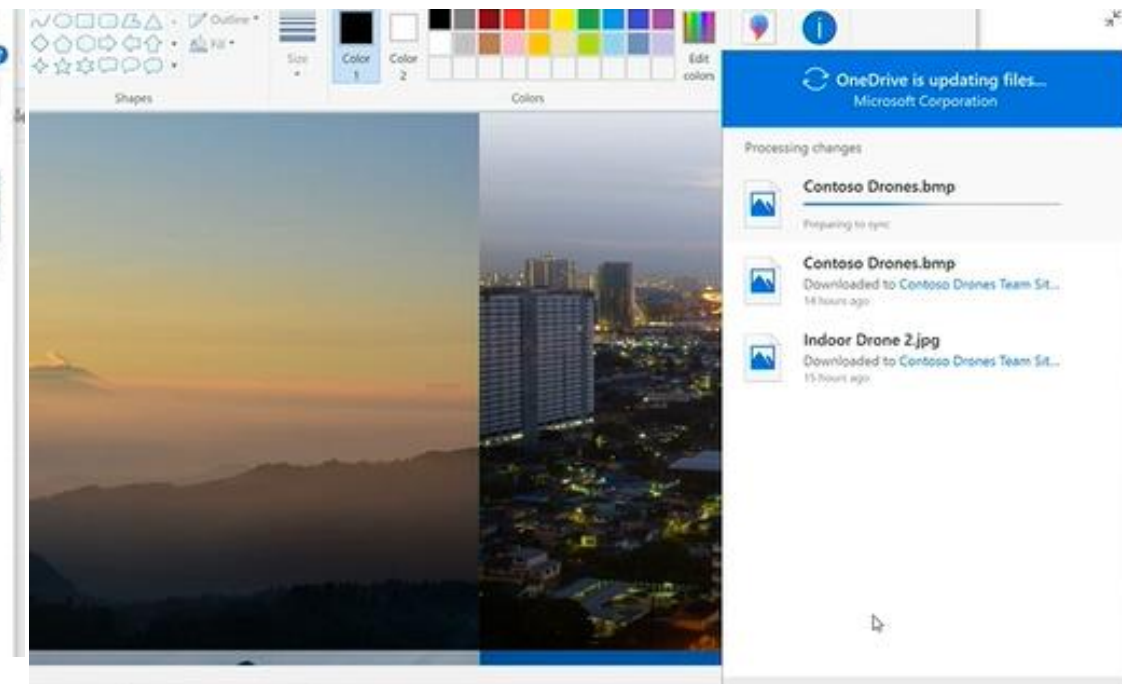
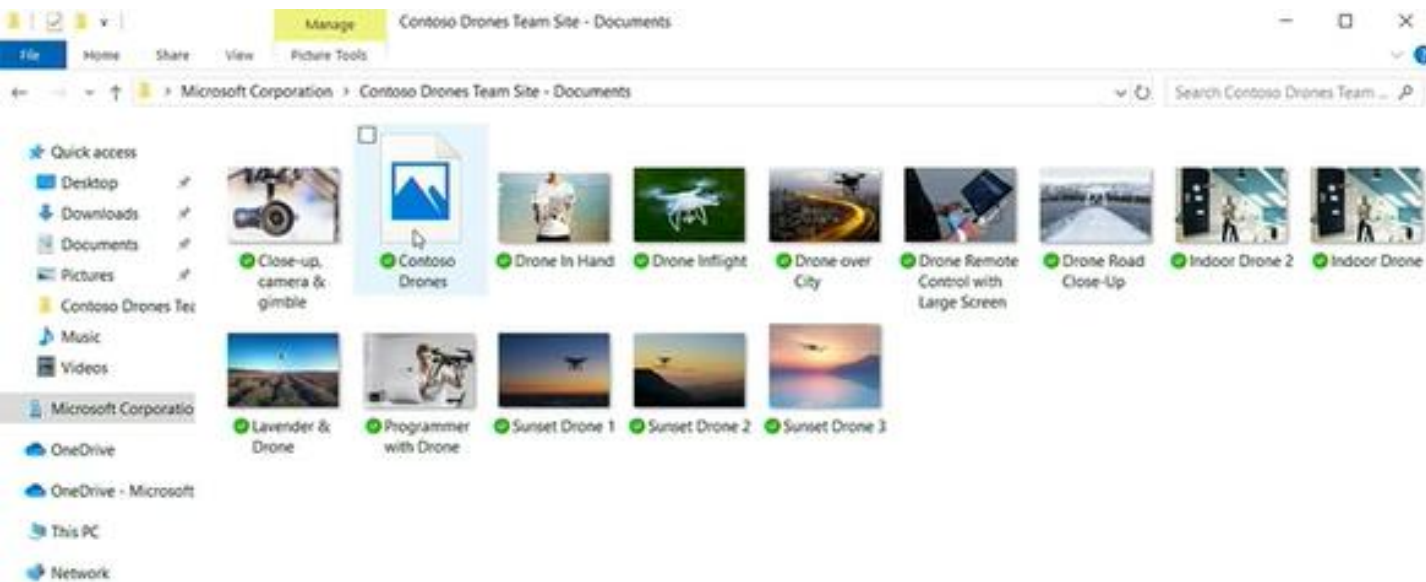


OneDrive

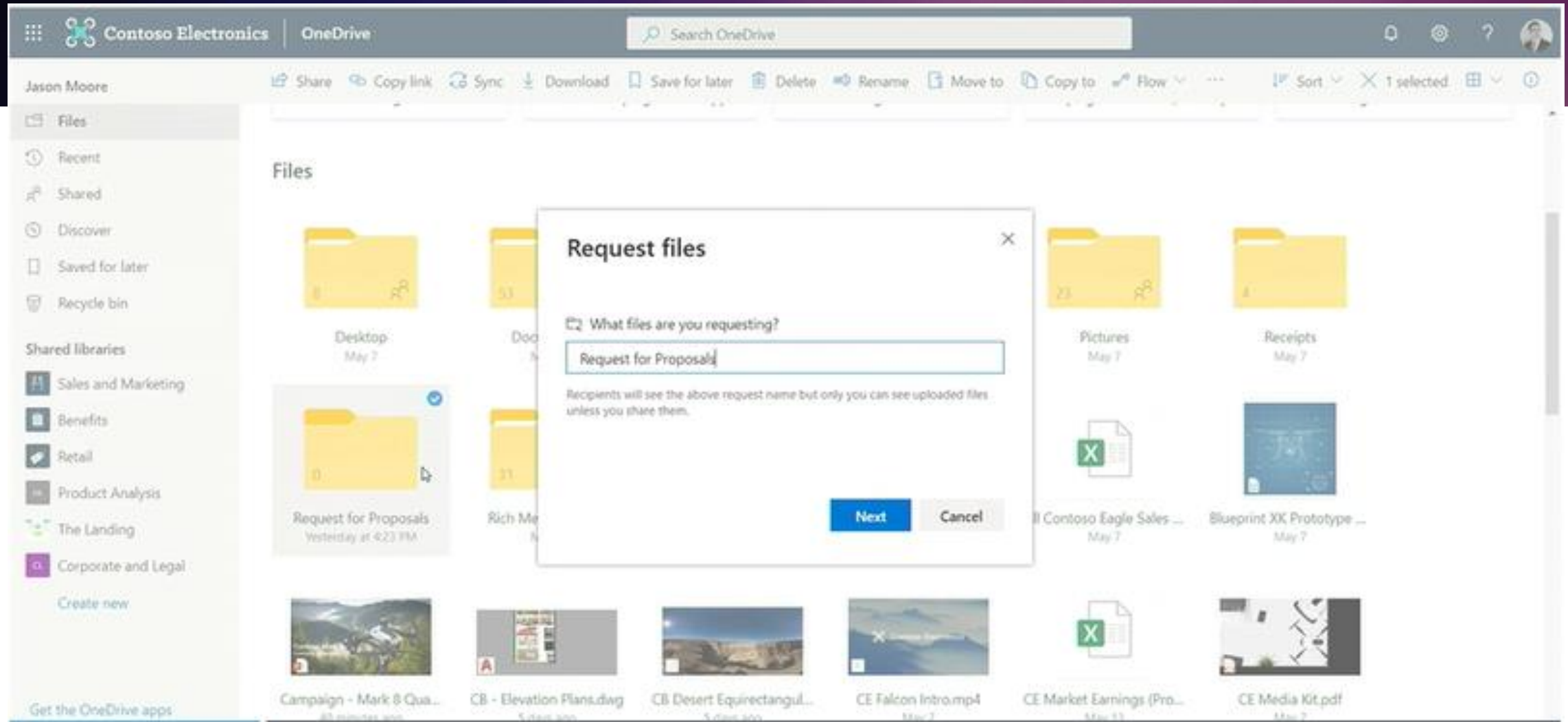
# OneDrive Improvements

- OneDrive Differential Sync (later 2019) and Sharing Improvements
- 320+ Files Supported, including AutoCAD and 360 degree Images
- Windows Virtual Desktop – Sync Support coming
- Request files from others from within OneDrive, link straight to a specific PowerPoint slide, and @mention people in comments in Office files.
- Also, the Outlook mobile app also has some improvements to make collaboration easier, such as the ability when sending an attachment, to pick from your list of recent files, without the need to download to your device before sending.

# OneDrive Differential Sync



# Request Files





# Request Files

Send file request

Here's the link people can use to upload files

https://contosoelectronics1a-my.sharepoint.com/f/g...

Copy link

Anyone with the link can upload files

Or email people the link

Enter a name or email address

Add a message (optional)

Done

Microsoft

Jason Moore is requesting files for

"Request for Proposals - SPC"

Only Jason Moore can access these files unless they share them.

Select files

Jason Moore is requesting files for

"Request for Proposals - SPC"

Proposal 5-28-19.pdf

+ Add more files

Total 1 file 1.30 MB

Name

Eli Waalkes

Only Jason Moore can access these files unless they share them.

Upload

Files > Request for Proposals

Eli Waalkes\_Request 5-...

A few seconds ago

# File collaboration apps, experiences & services in Microsoft 365

## Teams

Work with **your team**

The hub for teamwork

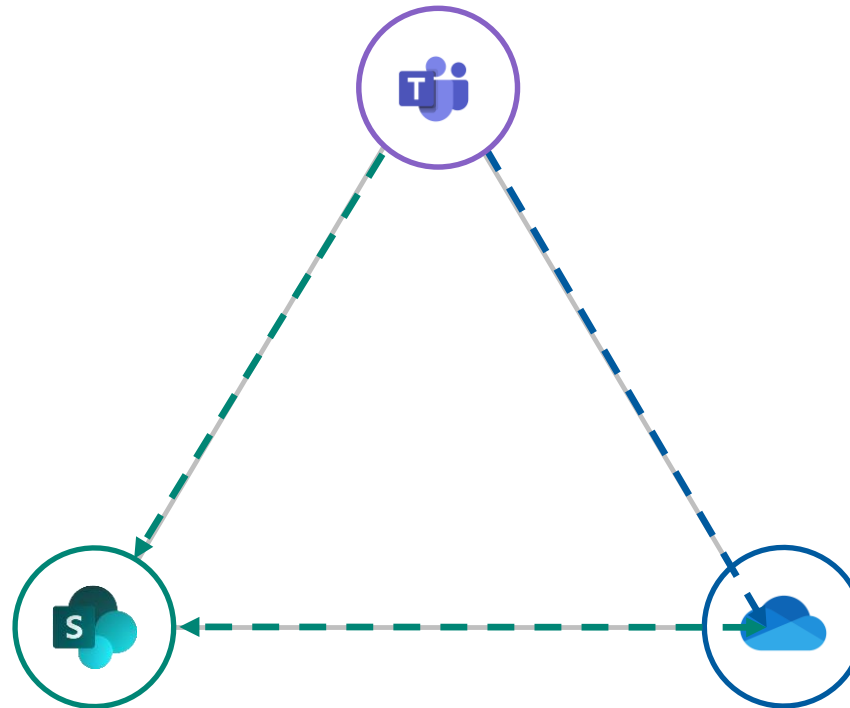
### Intelligent file experiences

- View 320+ file types
- Share and collaborate in real-time
- Find files that matter to you
- Streamline processes

### Intelligent content services

- Access controls and DLP
- Records and retention management
- MIP and intelligent encryption
- AI-powered content processing

**SharePoint**  
Work across **your organization**



**OneDrive**  
Work with **all your files**

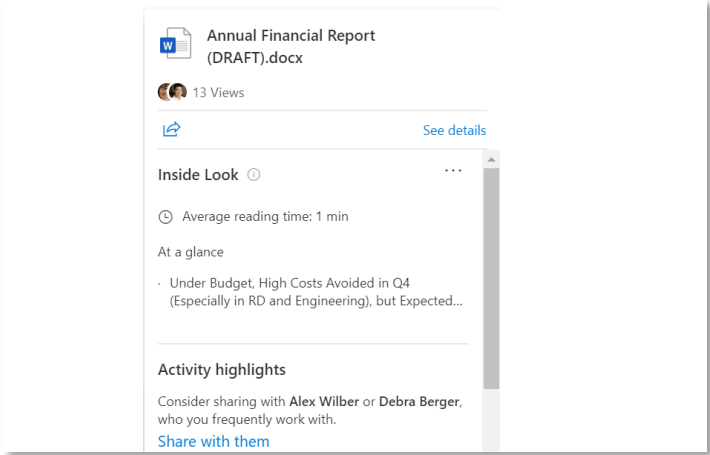
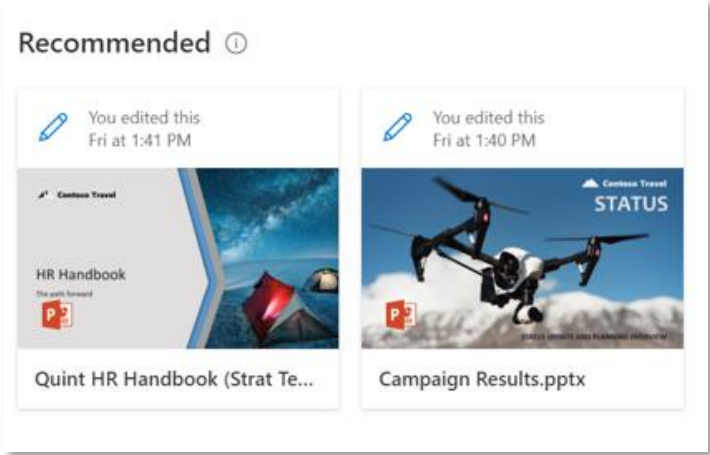
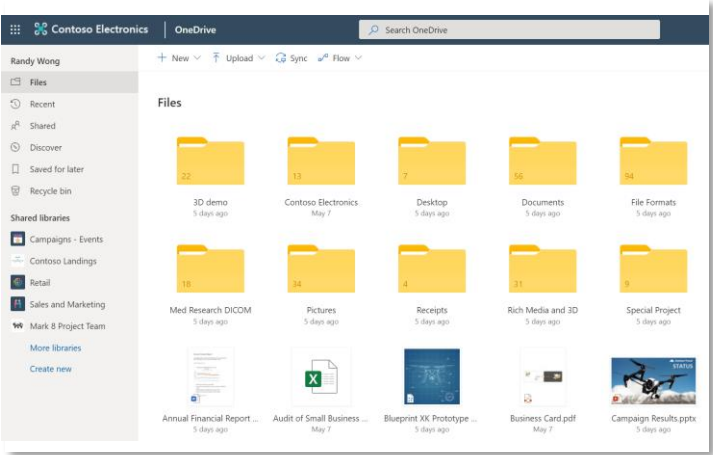
Anywhere access to all your files



# Fluent design updates

# Recommended

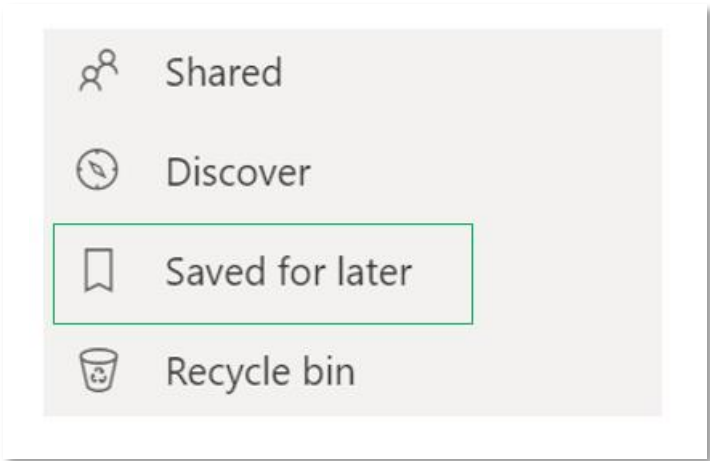
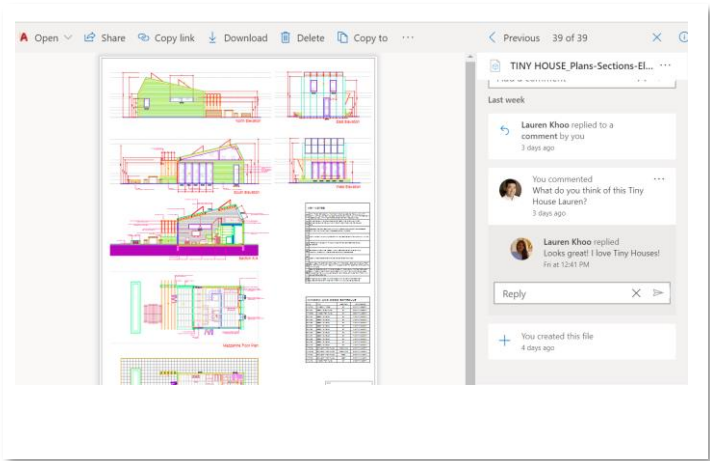
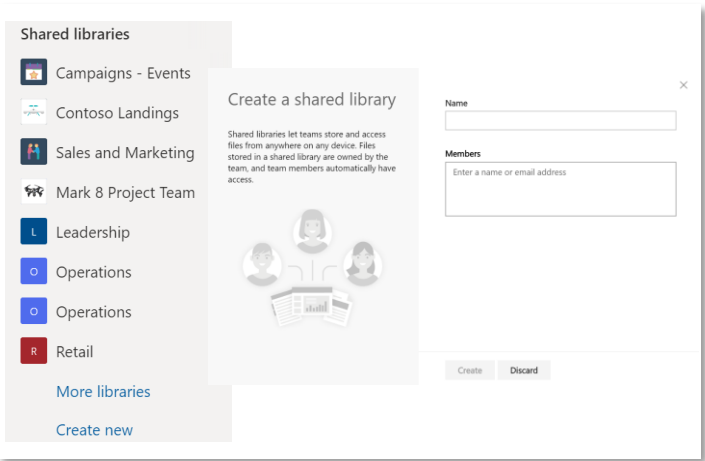
# File Card Updates



# Improved Shared Libraries

# New Previewers + Comments

# Save for Later





## Password Protected Links

Other settings

☒ Allow editing

Set expiration date

Strength: Good

## Request Files

Request files

What files are you requesting?

X1000 Project

Recipients will see the above request name but only you can see uploaded files unless you share them.

## Block Download

Block download

Apply

Cancel

## Shared Libraries in Teams

Needs Review? ▾	Effort ▾	Due date ▾
Yes	7	5/24/2019
Yes	7	4/29/2019
Yes	4	5/24/2019
No	7	5/24/2019

## External Sharing Reports

Run Report

Select a location to create the report

New ▾

Files

Name ▾

Modified ▾

3D demo

5 days ago

Contoso Electronics

May 7

## Sharing from Teams

Link settings

Here's the overview

XT7000 Product Ov...

People in your organization...

Anyone with the link

People in your organization with the link

People currently in this chat

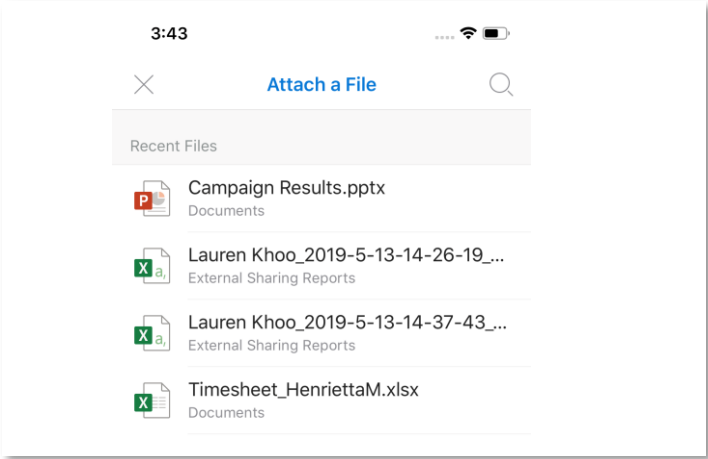
People with existing access

Specific people

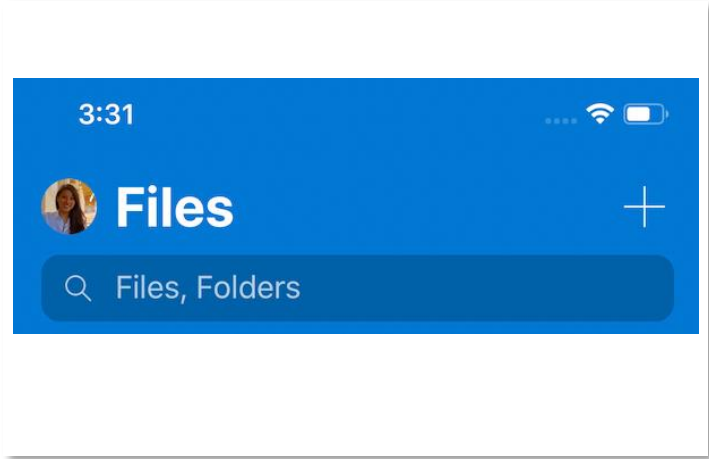




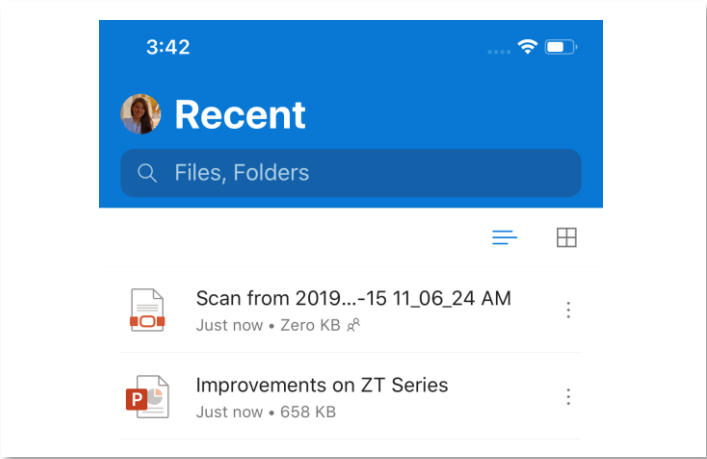
## File picker in Outlook Mobile



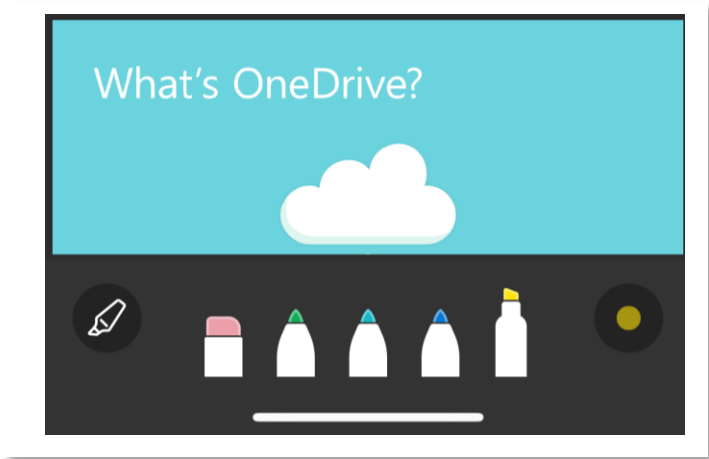
## New iOS Redesign



## Updated Recent view



## New PDF annotations



# Roadmap CY 2019: OneDrive for Business (M365)

## • Available soon

- Recommended view on web
- File card (time to read, insights)
- Comments (non-Office files)
- 360° image previewer
- AutoCAD previewer
- Full-fidelity shared libraries
- Password-protected links
- External Sharing Reports
- Updated recent view-mobile
- Updated UI for PDF annotations
- New files experience (Outlook iOS)
- Incident deflection (sync client)
- Self-help (sync client)
- Upload file prompt (sync client)
- VDI updates (Files On-Demand on Windows Server 2019)

## • Later this year

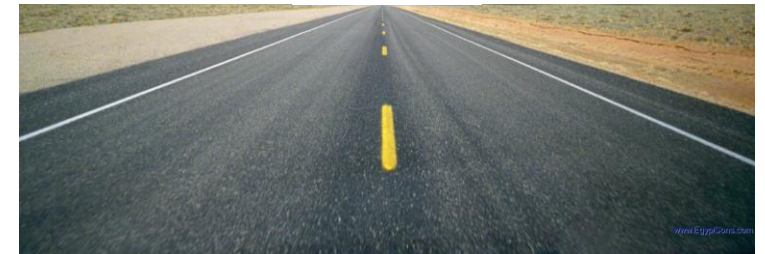
Request Files  
Popular Around Me  
Save for later  
Expiring access for external users  
AAD Guest platform sharing (preview)  
Teams sharing integration  
Updated Shared Library flow  
Updated design (iOS app)  
Direct links to individual PowerPoint slide (web only)  
@mention email notifications include Office comments  
Per machine install of (sync client)  
Differential Sync

## • Top of mind

Sync health admin reporting  
Dual-use value  
Large file sizes  
Metadata support



**2019**



# Microsoft Teams

# MS Teams / SP Integration Improvements

- Now you can work in SharePoint libraries within Teams, with the full library experience, including metadata columns and column formatting. Work in libraries within Teams, in the same way, with the same SharePoint interface and menus that you are familiar with.

# Teams (Metadata)

Microsoft Teams

Search or type a command

Files

+ New ▾ ↑ Upload ▾ Sync Download + Add cloud storage Open in SharePoint All Documents

Request for Proposals

▼	Name ▾	Owner ▾	Priority ▾	DueDate ▾	Customer Location: ▾	Customer Location: ▾
▼	Priority : Unassigned (1)					
	Book.xlsx	Required info				
▼	Priority : 1 (5)					
	Dept. Mileage Log.xlsx	Required info	1	5/31/2019	Harrods	London
	East Asia 2018 Our Water Our Future 2018 (Final).docx	Nestor Wilke	1	5/8/2019	Tysons Corner	Tysons Corner
	Contoso NextGen Camera Product Planning.docx	Nestor Wilke	1	5/31/2019	Harrods	London
	Central America 2016 Proseware Terms Review.docx	Patti Fernandez	1	5/31/2019	Harrods	London
	Cascadia Summer RD Legal Report.pptx	Debra Berger	1	5/31/2019	MGM Grand Las Vegas	Las Vegas
▼	Priority : 2 (8)					
	Contoso Annual Report.docx	Required info	2	5/31/2019	Harrods	London
	Contoso Public Utilities - Project Update.pptx	Grady Archie	2	5/31/2019	Harrods	London



# MS Teams – Full List Views

Microsoft Teams interface showing a list view of Storefront Approvals.

Search bar: Search or type a command

Storefronts

Actions: + New, Quick Edit, Export to Excel, Open in SharePoint

View: All Items

### Storefront Approvals

Title	Photo Submission	Fleece	Surfboard	Bike	Approved	Store Owner	Vendor Name
San Jose Store					No	Megan Bowen	Outdoors
Palo Alto Store					Yes	Pradeep Gupta	Clothing
Ventura Mall Pop Up					Yes	Grady Archie	Outdoors
San Francisco Flagship					Yes	Miriam Graham	Clothing
Oakland Store					Yes	Brian Johnson (TAILSPL...	Outdoors
Napa Pop Up					Yes	Christie Cline	Outdoors
Cupertino Mall					Yes	Debra Berger	Clothing
Marin County Pop Up					Yes	Emily Braun	Outdoors

# PowerApps

# PowerApps + SharePoint

- Oct – Dec 2019 it will be possible to use PowerApps to "build custom forms for document libraries" in SharePoint and Microsoft Teams. This summer there will be a private preview of Compliant Workspaces, a feature that lets organizations drill down into single files to manage their retention policies

Flow

# MS Flow Update

- The SharePoint Connector for Microsoft Flow, a solution for automating tasks, will be getting "new actions to check-in/check-out documents, get version information, grant access, and create folders." Those enhancements are scheduled for "targeted release in August 2019."



Stream

# Stream Improvements

- Interactive quizzes, polls and surveys in Stream videos - June 2019
- The Stream Web Part in SharePoint Online now has an "all of Stream" option that lets users link to all Stream videos.
- People are more engaged with videos that they watch, when there is a capability to interact with them.
- Now you will be able to do things like add a survey to a recorded departmental meeting, quizzes for training videos, and even provide assessments for employees to fill in.
- New updates to the Stream Mobile App

Yammer

# Yammer

- Live events can be created and streamed from within the Yammer interface, using Stream.
- Viewers of your events can stay engaged by having threaded conversations before, during and after each event.
- Videos can now even be recorded and uploaded from within the Stream mobile app.
- Yammer Conversations Web Part now available (plug into a SP Site)
- Yammer is getting Rich Text Capabilities (bold, Links, Italics, bullets)
- A new Q+A Yammer feature is coming July 2019 (with bot functionality)

# Governance



# Governance

## 3 Keys to Governance

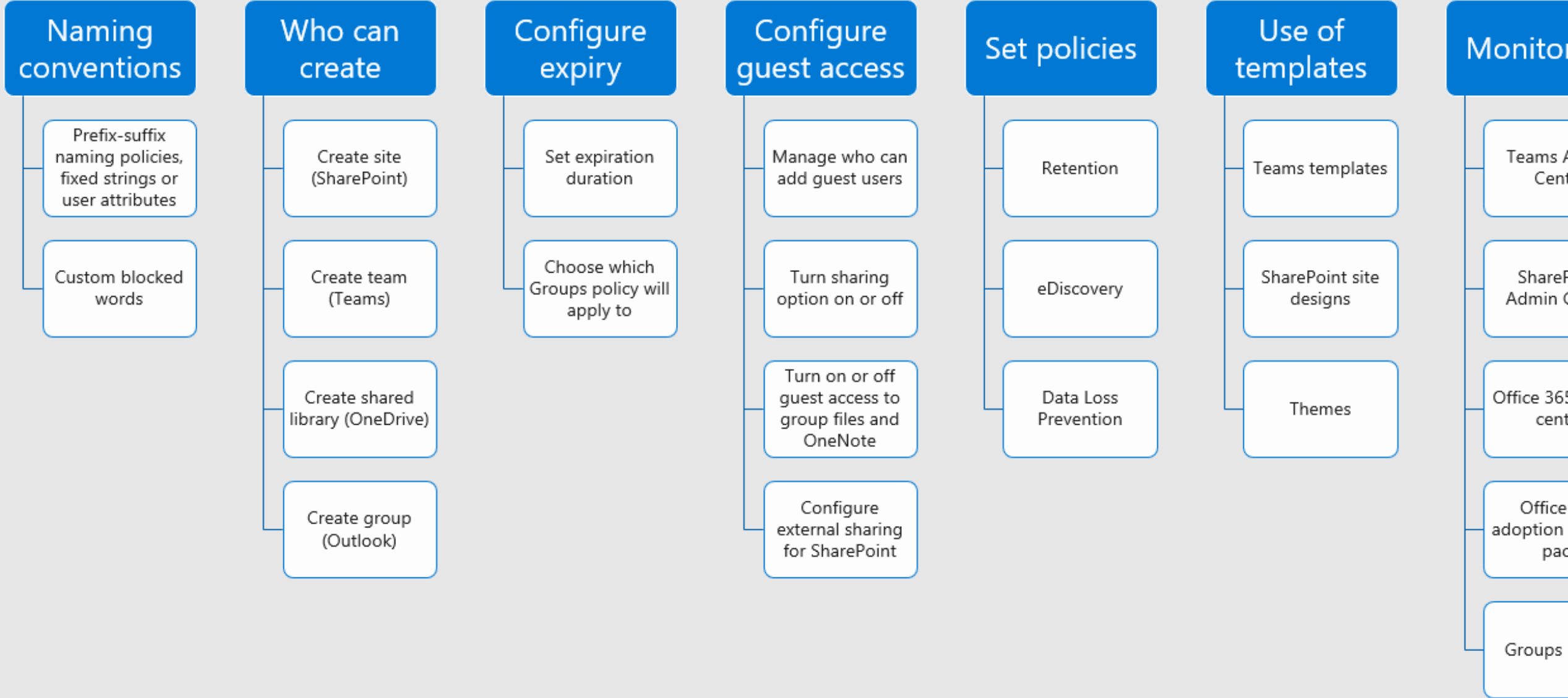
1. **Goals.** What is the desired end state? What does a successful deployment look like?
2. **Roles.** Who is going to help you meet the goals?
3. **Tasks.** What needs to happen to meet the goals?



## Common concerns

- People will create too many teams and sites and there will be duplications, confusion, and total DOOM
- Intellectual property will be lost
- Guests will have access to things shouldn't
- People won't be able to access to things they need
- Performance will suffer due to too many teams and sites

# Control governance before day one



# Customer Service – Persona / Journey Mapping



“Taken everything, I’m looking for business progress and change, for opportunities. The intranet should bring me what I need, but it’s pretty generic and not customized”

Age: 32  
Role: Project administrator  
Area: Commercial development  
Location: Customer services  
Role  
Seniority: Skills level  
Time with org: 18 months

**Work**

Office

Home

Traveling

Field

Factory/shop floor

**Bio**

Monty got out of education owing to the expenses, reworked his way into a team admin role, and has since been promoted to project admin. While often does in digital and physical paperwork, project managers from across the division seek his estimations on time and costs, as Monty keeps a lot of past data.

Efficient   Laid   Dreamer   Nerdy

**Goals**

- Compare documents and drawings and mark up differences.
- Win project management qualifications and larger salary.
- Sign off on, proof of past decisions, quantities / costs.

**Frustrations**

- Work setup is slow and fiddly.
- Colleagues need paper to work on, but paper is impossible to store.
- Big files (size and dimensions) are hard for other people to use.

**Communication needs**

1. Actuals: actual material delivered, time spent, money spent.
2. Training courses / development opportunities.
3. Updates from the Project Management Office and bid managers.

**Digital channels**

Intranet news

Community sites

Project sites

Enterprise social network

Team chat (Slack)

Newsletters

Mobile intranet

Mobile app

**Change n**

Innovator

Engaged

High impact users





Connect with us



[www.sharingminds.com.au](http://www.sharingminds.com.au)

# SharePoint team sites

Content collaboration for teamwork

## Create in seconds

Your site, your brand, your home page

Add a new Office 365 group for classic sites

Add a Microsoft Teams team

Turn on external sharing

## News, lists and libraries

Post a news article

Sync the document library

Build a list

Extend with PowerApps and Flow

## Leverage integrated apps

Planner

Team OneNote

Shared calendar

## Join a hub site

Organize and align look, feel and functionality

Use site designs to grow programmatically

