Microsoft 365 Provisioning Tool

SharePoint Site Setup

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# Updates

|  |  |  |
| --- | --- | --- |
| Date | Version | Notes |
| 2/2/2023 | 1.0 | Initial Release/Migration from Development to Production |

# Development / Production

* There are two SharePoint site supporting the whole solution development. With them both being independent of each other and used for Development and Production purposes.
* Production is replication of Development, with potential additional development and configuration made in the Development site before being migrated to Production
* This document details the migration and configuration from development into production at that point of time.

**Development Site**

* DPC-OCIO\_DEV\_SPOProvisioningTool
* [https://sagov.sharepoint.com/sites/DPC-OCIO\_DEV\_SPOProvisioningTool](https://sagov.sharepoint.com/sites/DPC-OCIO_DEV_SPOProvisioningTool/)

**Production Site**

* DPC-SAG\_SPOProvisioningTool
* https://sagov.sharepoint.com/sites/DPC-SAG\_SPOProvisioningTool

# Configuration

## Site Setup

|  |  |  |
| --- | --- | --- |
| Item | Setting | Comments |
| Template | TeamSiteWithoutMicrosoft365Group | Non-Group based Team Site |
| Retention Policy | Default SA Gov | Retention Applied |
| Hub / Association | No / None |  |
| Regional Settings | English (Australia) |  |
| Time Zone | Adelaide |  |
| Site Features | Site Notebook (Deactivated)  Following Content (Deactivated)  Workflow Task Content Type (Deactivated)  Team Collaboration Lists (Deactivated) |  |
| Site Collection Features | Three-state workflow (Deactivated) |  |
| Theme | Standard |  |

## Permissions & Security

**Summary**

* Designated OCIO Administrators are given direct permission to this site to manage and administer
* General Users of the Power Apps solution do not have direct access to site, requests to get data are performed by the service account (DPC-OCIO:PowerPlatform SharePoint Provisioning Tool) and displayed to the end user in app
* Logic App which monitors request data in site, and Function App which writes process status data back to site use the service account (DPC-OCIO:PowerPlatform SharePoint Provisioning Tool) to access site

**Site Collection Administrators**

|  |
| --- |
| Members |
| * Malik, Smiti (DPC) * Ward, Warwick (Cloud) * DPC-OCIO:PowerPlatform SharePoint Provisioning Tool (Solution Service Account) |

**SharePoint Groups**

|  |  |  |
| --- | --- | --- |
| Name | Members | Permission Level |
| DPC-SAG\_SPOProvisioningTool Visitors | Not Used | None |
| DPC-SAG\_SPOProvisioningTool Members | Not Used | None |
| DPC-SAG\_SPOProvisioningTool Owners | Not Used | None |
| ocio\_administrators | * Ward,Warwick (Cloud) | Full Control |

**Access Request Settings**

|  |  |
| --- | --- |
| Item | Setting |
| Allow members to share the site and individual files and folders. | No |
| Allow access requests | No |

## List

|  |  |  |
| --- | --- | --- |
| Name | Settings |  |
| Requests | Versions: 100  Content Types: No  Content Approval: No  Comments: No  Attachments: Disabled  Auto-Index: Yes  Indexes: Status, Modified |  |
| Requests\_archive | Versions: 100  Content Types: No  Content Approval: No  Comments: No  Attachments: Disabled  Auto-Index: Yes  Indexes: request\_id |  |
| Requests\_actions | Versions: 100  Content Types: No  Content Approval: No  Comments: No  Attachments: Disabled  Auto-Index: Yes  Indexes: request\_id |  |
| Agencies\_departments | Versions: 100  Content Types: No  Content Approval: No  Comments: No  Attachments: Disabled  Auto-Index: Yes  Indexes: |  |
| Agency\_administrators | Versions: 100  Content Types: No  Content Approval: No  Comments: No  Attachments: Disabled  Auto-Index: Yes  Indexes: User |  |
| Approver\_groups | Versions: 100  Content Types: No  Content Approval: No  Comments: No  Attachments: Disabled  Auto-Index: Yes  Indexes: |  |
| Solution\_configuration | Versions: 100  Content Types: No  Content Approval: No  Comments: No  Attachments: Disabled  Auto-Index: Yes  Indexes: |  |
| templates | Versions: 100  Content Types: No  Content Approval: No  Comments: No  Attachments: Disabled  Auto-Index: Yes  Indexes: |  |

## Libraries

|  |  |  |
| --- | --- | --- |
| Name | Settings |  |
| Template\_exports | Versions: 100  Content Types: No  Content Approval: No  Auto-Index: Yes  Indexes: |  |

## Pages

* No pages are utilised for this solution, the home page has been editing with summary text for the solution

## Navigation

* Basic navigation to list and libraries on the site has been setup utilising the vertical navigation menu

