**Stage 1 – Tool Evaluation**

1. **Comprehensive review of Microsoft 365 security and controls**:
   * **Identification of data**: 10 hours
   * **Labelling of data**: 10 hours
   * **Scope of data**: 14 hours
   * **Data life cycle management**: 12 hours
   * **Data security controls**: 14 hours
   * **Comparison with third-party solutions**: 18 hours
   * **Answering the question on considering other tools**: 6 hours

**Total for Stage 1**: 84 hours

**Stage 2 – Manual Data Labelling Pilot**

1. **Technical implementation of manual data labels**:
   * **Setup and configuration**: 18 hours
   * **Deployment of plugins/configurations for end users**: 14 hours
   * **Testing and validation**: 10 hours

**Total for Stage 2**: 42 hours

**Stage 3 – Manual vs Automatic Labelling**

1. **Broader rollout of manual data labelling**:
   * **Planning and coordination**: 14 hours
   * **Implementation**: 22 hours
   * **Training and support**: 18 hours
2. **Consideration for automatic labelling and trainable classifiers**:
   * **Evaluation and planning**: 14 hours
   * **Implementation and testing**: 22 hours
3. **Extending Purview capabilities to additional unstructured data repositories**:
   * **Assessment and planning**: 14 hours
   * **Implementation**: 26 hours
   * **Testing and validation**: 18 hours
4. **Protecting data in line with Microsoft best practices**:
   * **DLP and Conditional Access setup**: 18 hours
   * **Testing and validation**: 10 hours

**Total for Stage 3**: 176 hours

**Overall Total: 302 hours**

**Approach**

**Stage 1 – Tool Evaluation**

1. **Identification of Data**
   * **Gather Requirements**: Meet with stakeholders to understand data types and sources.
   * **Data Inventory**: Create an inventory of all data repositories.
   * **Data Mapping**: Map data flows and identify sensitive data.
2. **Labelling of Data**
   * **Define Labels**: Establish data classification labels (e.g., Public, Internal, Restricted, Highly Confidential).
   * **Apply Labels**: Use Microsoft Purview to apply labels to data.
   * **Review and Adjust**: Ensure labels are correctly applied and adjust as necessary.
3. **Scope of Data**
   * **Assess Repositories**: Evaluate Microsoft 365 data repositories and other sources like on-premise storage.
   * **Integration Capabilities**: Check capabilities to include other data sources.
   * **Documentation**: Document the scope and integration points.
4. **Data Life Cycle Management**
   * **Define Policies**: Establish data retention and deletion policies.
   * **Implement Policies**: Configure Microsoft Purview to enforce these policies.
   * **Monitor Compliance**: Regularly review compliance with policies.
5. **Data Security Controls**
   * **Evaluate Controls**: Assess existing data security controls (DLP, Conditional Access, etc.).
   * **Enhance Controls**: Implement additional controls as needed.
   * **Testing**: Test the effectiveness of security controls.
6. **Comparison with Third-Party Solutions**
   * **Identify Alternatives**: Research third-party data management and security tools.
   * **Evaluate Features**: Compare features, costs, and benefits with Microsoft solutions.
   * **Report Findings**: Document the comparison and provide recommendations.
7. **Answering the Question on Considering Other Tools**
   * **Cost-Benefit Analysis**: Perform a cost-benefit analysis of using Microsoft tools vs. third-party tools.
   * **Strategic Fit**: Assess how well each tool fits the organization’s strategic goals.
   * **Recommendation**: Provide a clear recommendation based on the analysis.

**Stage 2 – Manual Data Labelling Pilot**

1. **Setup and Configuration**
   * **Define Taxonomy**: Align manual data labels with the established taxonomy.
   * **Configure Purview**: Set up Microsoft Purview for manual labelling.
   * **Deploy Plugins**: Install any necessary plugins or configurations for end users.
2. **Deployment of Plugins/Configurations for End Users**
   * **User Training**: Train end users on how to apply manual labels.
   * **Support**: Provide ongoing support to users during the pilot phase.
   * **Feedback Loop**: Collect feedback from users to improve the process.
3. **Testing and Validation**
   * **Pilot Testing**: Conduct a pilot test with a small group of users.
   * **Validate Labels**: Ensure labels are applied correctly and consistently.
   * **Adjustments**: Make any necessary adjustments based on pilot results.

**Stage 3 – Manual vs Automatic Labelling**

1. **Broader Rollout of Manual Data Labelling**
   * **Planning and Coordination**: Develop a detailed rollout plan.
   * **Implementation**: Roll out manual labelling to the broader organization.
   * **Training and Support**: Provide training and support to all users.
2. **Consideration for Automatic Labelling and Trainable Classifiers**
   * **Evaluation and Planning**: Evaluate the need for automatic labelling and trainable classifiers.
   * **Implementation and Testing**: Implement and test automatic labelling features.
   * **Integration**: Integrate automatic labelling with existing manual labelling processes.
3. **Extending Purview Capabilities to Additional Unstructured Data Repositories**
   * **Assessment and Planning**: Assess additional data repositories (e.g., on-premise storage).
   * **Implementation**: Extend Purview capabilities to these repositories.
   * **Testing and Validation**: Test and validate the integration.
4. **Protecting Data in Line with Microsoft Best Practices**
   * **DLP and Conditional Access Setup**: Configure DLP and Conditional Access policies.
   * **Testing and Validation**: Test the policies to ensure they are effective.
   * **Ongoing Monitoring**: Continuously monitor and adjust policies as needed.

**Tools and Technologies**

**Stage 1 – Tool Evaluation**

**Identification of Data**

* **Data Inventory**: Use **Microsoft Purview Data Map** to create an inventory of all data repositories.
* **Data Mapping**: Utilize **Microsoft Purview Data Catalog** to map data flows and identify sensitive data.

**Labelling of Data**

* **Define Labels**: Establish data classification labels using **Microsoft Purview Information Protection**.
* **Apply Labels**: Apply labels to data using **Microsoft Purview Sensitivity Labels**.
* **Review and Adjust**: Use the **Data Classification** dashboard to ensure labels are correctly applied and adjust as necessary.

**Scope of Data**

* **Assess Repositories**: Evaluate Microsoft 365 data repositories and other sources using **Microsoft Purview Data Map**.
* **Integration Capabilities**: Check capabilities to include other data sources through **Microsoft Purview Connectors**.
* **Documentation**: Document the scope and integration points using **Microsoft Purview Data Catalog**.

**Data Life Cycle Management**

* **Define Policies**: Establish data retention and deletion policies with **Microsoft Purview Data Lifecycle Management**.
* **Implement Policies**: Configure these policies in **Microsoft Purview Compliance Manager**.
* **Monitor Compliance**: Regularly review compliance with policies using **Microsoft Purview Compliance Manager**.

**Data Security Controls**

* **Evaluate Controls**: Assess existing data security controls using **Microsoft Purview Data Loss Prevention (DLP)** and **Conditional Access**.
* **Enhance Controls**: Implement additional controls as needed using **Microsoft Purview Information Protection**.
* **Testing**: Test the effectiveness of security controls using **Microsoft Purview Insider Risk Management**.

**Comparison with Third-Party Solutions**

* **Identify Alternatives**: Research third-party data management and security tools.
* **Evaluate Features**: Compare features, costs, and benefits with Microsoft solutions.
* **Report Findings**: Document the comparison and provide recommendations.

**Stage 2 – Manual Data Labelling Pilot**

**Setup and Configuration**

* **Define Taxonomy**: Align manual data labels with the established taxonomy using **Microsoft Purview Information Protection**.
* **Configure Purview**: Set up Microsoft Purview for manual labelling.
* **Deploy Plugins**: Install any necessary plugins or configurations for end users.

**Deployment of Plugins/Configurations for End Users**

* **User Training**: Train end users on how to apply manual labels using **Microsoft Purview Training Resources**.
* **Support**: Provide ongoing support to users during the pilot phase.
* **Feedback Loop**: Collect feedback from users to improve the process.

**Testing and Validation**

* **Pilot Testing**: Conduct a pilot test with a small group of users.
* **Validate Labels**: Ensure labels are applied correctly and consistently using **Microsoft Purview Data Classification**.
* **Adjustments**: Make any necessary adjustments based on pilot results.

**Stage 3 – Manual vs Automatic Labelling**

**Broader Rollout of Manual Data Labelling**

* **Planning and Coordination**: Develop a detailed rollout plan.
* **Implementation**: Roll out manual labelling to the broader organization.
* **Training and Support**: Provide training and support to all users.

**Consideration for Automatic Labelling and Trainable Classifiers**

* **Evaluation and Planning**: Evaluate the need for automatic labelling and trainable classifiers using **Microsoft Purview Trainable Classifiers**.
* **Implementation and Testing**: Implement and test automatic labelling features.
* **Integration**: Integrate automatic labelling with existing manual labelling processes.

**Extending Purview Capabilities to Additional Unstructured Data Repositories**

* **Assessment and Planning**: Assess additional data repositories (e.g., on-premise storage).
* **Implementation**: Extend Purview capabilities to these repositories.
* **Testing and Validation**: Test and validate the integration.

**Protecting Data in Line with Microsoft Best Practices**

* **DLP and Conditional Access Setup**: Configure DLP and Conditional Access policies using **Microsoft Purview Data Loss Prevention (DLP)** and **Conditional Access**.
* **Testing and Validation**: Test the policies to ensure they are effective.
* **Ongoing Monitoring**: Continuously monitor and adjust policies as needed using **Microsoft Purview Compliance Manager**.