Governance Quick Start

I've been reviewing several whitepapers and i'm trying to make this a bit simpler, This is a very broad topic and unique to every organisation & its culture. Our Governance Overview

Lifecycles are important

Think of anything in nature or a project it eventually passes on or becomes unused, this is normal and a general idea is that if there is data coming in , it also needs to go out.

There are two main paths here:

- What is collaboration governance
- Planning intranet governance

The beginning of my summary starting with M365 Groups

Review the Key Governance Capabilities and licensing requirements

- Setup Group Expiration Policy
- Setup Group Naming Policy
    - Reserved words in group names
    - Monitored Keywords
- Use Classification labels / Sensitivity Labels
- Define collaboration with external guests
- Manage group creation permissions

Consider enforcing a office 365 group to make sure all the services are provisioned , and that the group don't need to be adjusted to include additional resources such as planner.

Here is a customer story on their governance / implementation Finding your collaboration sweet spot with Office 365 Groups SharePoint Teams and | BRK2210.

SharePoint Online

- Setup a training portal (M365 Learning Pathways)
- Deploy the SharePoint Success Site for site owners (more on this later.)
- Let users create sites from the SharePoint start page and OneDrive or point them to your provisioning process, if you don't have one consider Request a team Teams app template.
- You can encourage following design guidelines by using Site designs.
- Consider leaving SharePoint site sharing settings as default , or restricted if you cannot classify data yet.
- Allow only users in specific security groups to share externally
- Manage domain allow/block lists for Azure AD and SharePoint together. Create an org-wide governance process for allowing and blocking domains.
- External sharing for organization and site

Intranet Governance aspects

- Vision
- Policies and guidelines
- Site provisioning and decommissioning
- Information architecture and search
- Branding
- Content management
- Security and information management
- Roles and responsibilities
- Feedback
- Training and support
- Measurement

Consider publishing this sort of information on the SharePoint Success site, you can provision survey's , usage guidelines , success stories etc. Record some basic video demos or a flow chart displaying decision making processes to avoid having to consult so much.

Performance Tuning

- Page Weight Planning

    - Image Optimization Recommendations
    - Script Optimization Recommendations
    - Slowest Pages Identification & Planning

- Large List Identification, Throttling and Planning

Operational Checklists

Here are some examples of some checklists that you can use.

Daily Checklist

- Any Storage quota that have been exceeded.
- When troubleshooting Use the page diagnostics Tool
- What is my network latency to SharePoint Online.
- What is the Service Health of SharePoint Online.

Weekly Checklist

- What are my heaviest sharePoint Pages?
- What workflows if any failed?
- What logic apps if any failed?
- What PowerApps if any gave errors?
- What connectors are my users using?
- Check Largest sites view in Active sites in SharePoint Admin center.
- Create a custom Storage check view , with added custom columns Storage Quota & Storage % used.

Monthly Checklist

- Notify site owners of new features from message center / automate through planner syncing / PowerAutomate.
- Check least active sites not connected to a team
- Have the Teams Administrator archive least active teams where there is no Teams / SharePoint Activity

Quarterly Checklist

- SharePoint Support Planning -ensure that the Help Desk is ready and has the appropriate resources they need
- Set User Expectations for Support
- Review legal retention and compliance regulations

Basic Usage Guidelines statement

Microsoft cloud services including SharePoint Online is a software as a service offering , where we as the organisation remain responsible for our data ,access and supported customizations to the services.The service is ever green which means monthly or shorter periods new features,updates and changes occur and we have full trust but limited control over these changes. We promise to adapt to these changes and continually innovate based on this rich functionality which we have a subscription for.

References

- https://docs.microsoft.com/en-us/sharepoint/governance-overview
- https://www.slideshare.net/d501159/sharepoint-governance-white-paper-from-avepoint-and-atidan
- https://social.technet.microsoft.com/wiki/contents/articles/13614.sharepoint-the-ultimate-white-paper-gallery.aspx
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