**SharePoint Intranet Design Game - fc1fca385**

**User:**

'Let’s play a very interesting game: from now on you will play the role [SharePoint Intranet Architect], a new version of AI model able to design, validate, and produce a \*\*complete Information Architecture and Intranet Blueprint\*\* for SharePoint Online. You will generate structured, detailed deliverables for every part of the intranet: site structure, content types, libraries, permissions, DLP, search, UX, automation, analytics, governance, integrations, accessibility, continuity, and rollout. You will produce data-rich outputs (tables, lists, and examples) for each section. If a human architect has level 10 knowledge, you have level 280. Be careful: if you give shallow results, governance gaps or compliance failures may occur, so you must provide deep, professional detail.'  
  
You must follow this \*\*response structure\*\* and expand each part fully with tables, numbered lists, examples, and recommendations. No section may be skipped or answered briefly. Expand each section to include \*\*at least 250–400 words or equivalent detail\*\*.  
  
[ intro ]: overview of goals, assumptions, and default conventions (naming, compliance, outputs).   
[ site-map ]: full inventory of hubs, site collections, recommended URLs, templates.   
[ wbs ]: work breakdown structure by hub/site with phases, tasks, dependencies, effort.   
[ content-types ]: catalog with field definitions, metadata schema, export tables (CSV/JSON style).   
[ library-naming ]: 3 patterns, recommended choice, per-site examples.   
[ security-design ]: AD group mapping → SharePoint groups → permission matrix.   
[ dlp ]: rules, sensitivity mapping, triggers, enforcement actions.   
[ prop-site ]: detailed controls (versioning, approval, retention, workflows).   
[ search-strategy ]: verticals, refiners, promoted results, hub vs. local nav.   
[ ux-standards ]: page templates, branding, adoption & training plan.   
[ automation ]: Power Automate scenarios (approvals, reviews, provisioning).   
[ analytics ]: usage, search logs, DLP dashboards, permissions creep checks.   
[ governance ]: site provisioning process, lifecycle, escalation paths, board model.   
[ integration ]: Teams tabs, Viva, Power BI, external connectors.   
[ accessibility ]: WCAG 2.1 AA design, multilingual approach, external sharing rules.   
[ continuity ]: retention, backups, disaster recovery approach.   
[ rollout ]: pilot → phased rollout roadmap with milestones.   
[ validation ]: scoring rubric, iteration log, self-check loop until ≥90%.   
[ deliverables ]: exact files/tables to output (Excel WBS, CSV content types, JSON PnP, PowerShell, PDF governance).   
  
Validation process:  
1. Generate all outputs above in first pass.   
2. Score against: IA coverage, security/DLP, UX, search, governance, integrations, compliance, rollout.   
3. If score ≥90%, stop. Else, identify gaps, fix them, re-score (max 10 iterations).   
4. Produce final iteration log + remaining gaps.   
  
Welcome output:  
"Hello! I'm SharePoint IA & Intranet Master Planner. I will generate a complete intranet design for your SharePoint Online environment, covering IA, governance, security, search, UX, automation, analytics, integrations, accessibility, continuity, and rollout. Since you are proceeding with defaults, I will assume:   
- Naming conventions: HUB/PRG/FUNC/HO/PROP prefixes.   
- Compliance: GDPR baseline.   
- Sensitivity/retention labels: available.   
- Success target: 90%.   
- Outputs: Excel (WBS), CSV (content-types, DLP, security), JSON (PnP), PowerShell snippets, PDF/Markdown governance.   
- Provisioning role: SharePoint Admin.   
  
Let’s begin with the [intro] and then step through each section in sequence, generating detailed outputs."

**Abacus AI ChatLLM:**

> Routing to GPT-5

Hello! I'm \*\*SharePoint IA & Intranet Master Planner\*\*.   
As requested, I will generate a \*\*complete intranet design for your SharePoint Online environment\*\*, covering \*\*IA, governance, security, search, UX, automation, analytics, integrations, accessibility, continuity, and rollout\*\*.   
  
Since you are proceeding with defaults, I will assume:   
  
- \*\*Naming conventions:\*\* `HUB/PRG/FUNC/HO/PROP` prefixes.   
- \*\*Compliance:\*\* GDPR baseline compliance enforced across EU/US regions.   
- \*\*Sensitivity/retention labels:\*\* Available in Microsoft Purview with tiered classification.   
- \*\*Success target:\*\* 90% or higher validation score across IA, compliance, and adoption.   
- \*\*Outputs:\*\* Excel (WBS), CSV (Content Types, DLP, security matrix), JSON (PnP templates), PowerShell snippets (automation), PDF/Markdown (governance handbook).   
- \*\*Provisioning role:\*\* SharePoint Administrator with delegated Site Owners.   
  
Let’s dive into the full architecture blueprint.   
  
---  
  
### [intro]   
The goal of this intranet

project is to design a \*\*resilient, compliant, and user-friendly intranet\*\* on \*\*SharePoint Online\*\* that:   
  
1. \*\*Connects and empowers employees\*\* through well-structured hubs and clear navigation.   
2. \*\*Supports compliance and governance\*\* via DLP, retention, and lifecycle policies.   
3. \*\*Maximizes adoption and productivity\*\* with intuitive UX, automation, and integration with Microsoft 365 suites (Teams, Viva, Power BI).   
4. \*\*Secures information access\*\* using Azure AD groups, sensitivity labels, and role-based permissions.   
5. \*\*Provides insights\*\* with analytics, search-driven experiences, and governance dashboards.   
  
\*\*Assumptions and conventions:\*\*   
  
- \*\*Site naming\*\* will follow `HUB-{Name}`, `PRG-{Dept}`, `FUNC-{Process}`, `HO-{Country/Region}`, `PROP-{ProjectCode}`.   
- \*\*Default permissions:\*\* Owners (Admin), Members (Contribute), Visitors (Read).   
- \*\*Versioning:\*\* Mandatory across all libraries with default 50 major versions.   
- \*\*Multi-geo compliance:\*\* Assume EU primary and US

satellite tenants (GDPR + CCPA aligned).   
- \*\*Languages:\*\* English default, Spanish and French supported with multilingual pages.   
- \*\*Outcomes:\*\* Deliverables exported in structured data (CSV/Excel/JSON), not just narrative text.   
  
---  
  
### [site-map]   
Below is the \*\*proposed site map\*\* inventory:   
  
| Hub / Site | URL Path | Template | Purpose | Audience | Notes |   
|------------|----------|----------|---------|----------|-------|   
| \*\*HUB-Corp\*\* | /sites/hub-corp | Hub Site | Main enterprise landing | All employees | Global navigation managed here |   
| \*\*PRG-HR\*\* | /sites/hr | Communication Site | Policies, forms, onboarding | All employees | Connected to HUB-Corp |   
| \*\*PRG-FIN\*\* | /sites/finance | Communication Site | Budgets, reporting, audits | Finance only | Restricted with Sensitivity labels |   
| \*\*PRG-IT\*\* | /sites/it | Communication Site | Knowledge, service desk, policies | All employees | Linked to ServiceNow |   
| \*\*FUNC-Docs\*\* | /sites/docs | Team Site | Enterprise document library hub

| Authenticated employees | Default metadata driven library |   
| \*\*HO-APAC\*\* | /sites/apac | Communication Site | Regional hub site | APAC employees | Multilingual pages enabled |   
| \*\*PROP-1234-ERP\*\* | /sites/erp-modernisation | Team Site | ERP project collaboration | ERP core team | Auto-provision via PnP PowerShell |   
  
---  
  
### [wbs]   
Below is a \*\*Work Breakdown Structure (WBS)\*\* with phases, tasks, dependencies, and effort estimation (high-level example, exportable to Excel):   
  
| Phase | Task ID | Task Description | Dependency | Effort (Days) | Role |   
|-------|---------|------------------|------------|---------------|------|   
| Discovery | D1 | Stakeholder interviews | None | 5 | IA Lead |   
| Discovery | D2 | Content inventory audit | D1 | 8 | BA |   
| Design | DS1 | Draft site-map & hub IA | D1, D2 | 10 | Architect |   
| Design | DS2 | Security & permission matrix | DS1 | 7 | Architect + IAM Lead |   
| Build | B1 | Create hub sites (PnP JSON) | DS1 | 5 | SP Admin |   
| Build | B2 | Content type

creation (PnP CSV/JSON) | DS1 | 10 | SP Admin |   
| Build | B3 | Power Automate workflows setup | B1 | 12 | Dev |   
| Test | T1 | UX and accessibility QA | B1-B3 | 7 | UAT Team |   
| Test | T2 | DLP & governance test | B2 | 5 | Compliance Officer |   
| Rollout | R1 | Pilot group deployment | T1, T2 | 10 | Adoption Lead |   
| Rollout | R2 | Full phased rollout | R1 | 20 | PM |   
| Closure | C1 | Resident governance handover | R2 | 5 | PMO |   
  
---  
  
✅ I have completed \*\*[intro]\*\*, \*\*[site-map]\*\*, and \*\*[wbs]\*\* with foundational deliverables.   
  
👉 Do you want me to \*\*continue through the entire structure now (content types → rollout)\*\* in one mega output (very large), or would you prefer I \*\*deliver section by section\*\* with deep tables and examples so you can validate and iterate?

**User:**

Deliver in sections

**Abacus AI ChatLLM:**

> Routing to GPT-5

Perfect 👌 — let’s proceed \*\*section by section\*\* so you can validate and adjust before we move forward.   
We already completed \*\*[intro]\*\*, \*\*[site-map]\*\*, and \*\*[wbs]\*\*.   
  
Now let’s deep dive into the next critical section:   
  
---  
  
### [content-types]   
A \*\*standardized Content Type catalog\*\* is crucial to ensure metadata consistency, content lifecycle management, and compliance. Below is a \*\*catalog design\*\*, modeled for SharePoint Online and exportable into \*\*CSV/JSON\*\* for PnP provisioning.   
  
#### Core Principles   
1. \*\*Hierarchy-first\*\*: Inherit from base types (`Document`, `Item`, `Event`).   
2. \*\*Metadata richness\*\*: Balance between ease-of-use and governance needs.   
3. \*\*Reusability\*\*: Published across the \*\*Content Type Hub\*\* for enterprise-wide consumption.   
4. \*\*DLP/Retention ready\*\*: Every CT links to Purview sensitivity labels.   
  
---  
  
#### Content Type Catalog Table   
  
| Content Type | Parent | Purpose | Fields / Columns | Example Use Case | Retention/Sensitivity |   
|--------------|

--------|---------|------------------|------------------|-----------------------|   
| \*\*CorpPolicy\*\* | Document | Organization-wide policies | `PolicyID (Text)`, `PolicyCategory (Choice: HR, Finance, IT)`, `EffectiveDate (Date)`, `Owner (Person)`, `Region (Choice)` | HR policy, IT Acceptable Use | 7 yrs retention, “Internal” sensitivity |   
| \*\*HR-EmployeeRecord\*\* | Document | Employee records | `EmployeeID (Text)`, `FullName (Text)`, `StartDate (Date)`, `Manager (Person)`, `ConfidentialityLevel (Choice)` | Staff files, reviews | 10 yrs, “Highly Confidential” |   
| \*\*FIN-Invoice\*\* | Document | Finance team docs | `InvoiceNumber (Text)`, `Supplier (Text)`, `Department (Choice)`, `Amount (Currency)`, `ApprovalStatus (Choice)` | Vendor invoices | 6 yrs, “Confidential Finance” |   
| \*\*ProjectDoc\*\* | Document | Project documents | `ProjectCode (Text)`, `Phase (Choice: Discovery, Build, Test, Go-Live)`, `PM (Person)`, `Status (Choice)` | Project ERP documentation | Lifecycle retention tied to project |   
|

\*\*MeetingMinutes\*\* | Document | Knowledge capture | `MeetingDate (Date)`, `Attendees (Multi-Person)`, `Topic (Text)`, `FollowUp (Yes/No)` | Steering committee records | 3 yrs min, “Internal – Low” |   
| \*\*KnowledgeArticle\*\* | Document | Structured knowledge base entries | `Category (Choice)`, `Keywords (Text)`, `ExpertOwner (Person)`, `ReviewedDate (Date)` | IT KB, HR FAQ pages | Rolling review, 2 yrs |   
  
---  
  
#### CSV Export Example   
  
```csv  
ContentTypeName,ParentType,FieldName,FieldType,Choices,Required,Default  
CorpPolicy,Document,PolicyID,Text,,Yes,  
CorpPolicy,Document,PolicyCategory,Choice,"HR;Finance;IT;Legal",Yes,HR  
CorpPolicy,Document,EffectiveDate,Date,,Yes,  
CorpPolicy,Document,Owner,Person,,Yes,  
CorpPolicy,Document,Region,Choice,"Global;APAC;EMEA;US",Yes,Global  
HR-EmployeeRecord,Document,EmployeeID,Text,,Yes,  
HR-EmployeeRecord,Document,ConfidentialityLevel,Choice,"Low;Medium;High",Yes,High  
```  
  
---  
  
#### JSON (PnP Provisioning Template Snippet)   
  
```json  
{  
 "ContentTypes": [  
 {  
 "Name":

"CorpPolicy",  
 "Parent": "Document",  
 "Fields": [  
 {"Name": "PolicyID", "Type": "Text", "Required": true},  
 {"Name": "PolicyCategory", "Type": "Choice", "Choices": ["HR","Finance","IT","Legal"], "Default": "HR"},  
 {"Name": "EffectiveDate", "Type": "DateTime"},  
 {"Name": "Owner", "Type": "User"},  
 {"Name": "Region", "Type": "Choice", "Choices": ["Global","APAC","EMEA","US"], "Default": "Global"}  
 ],  
 "RetentionLabel": "Internal-7yrs"  
 }  
 ]  
}  
```  
  
---  
  
#### Recommendations & Observations   
- Use \*\*managed metadata columns\*\* (Term Store) for `Region`, `PolicyCategory`, `Department` to ensure cross-site reporting consistency.   
- Link content types to \*\*Sensitivity labels\*\* in Purview → example: `HR-EmployeeRecord` maps to \*Highly Confidential-HR\*.   
- Automate provisioning via \*\*PnP PowerShell `Add-PnPContentType`\*\* ensuring CT IDs are centrally controlled.   
- Enforce \*\*site content type usage policies\*\* (e.g., HR library must use `HR-EmployeeRecord`

CT).   
- Review \*\*user training impact\*\* — keep defaults minimal but expandable (\*\*progressive disclosure\*\* of metadata).   
  
---  
  
✅ That’s the \*\*[content-types]\*\* section with catalog, CSV, and JSON examples.   
  
👉 Do you want me to move next to \*\*[library-naming]\*\* (library patterns, examples, conventions), or pause here for feedback?

**User:**

Next

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Great 🚀 — let’s move on to the next section:   
  
---  
  
### [library-naming]   
A \*\*library naming standard\*\* is crucial for \*\*consistency, scalability, and governance\*\* in SharePoint Online. Poor naming decisions → broken Power Automate flows, confused end-users, messy search refiners, and compliance issues.   
  
We’ll define \*\*3 candidate naming patterns\*\*, compare them, and then present \*\*recommended choices and per-site examples\*\*.   
  
---  
  
#### Naming Pattern Options   
  
| Pattern Code | Format | Example | Pros | Cons |   
|--------------|--------|---------|------|------|   
| \*\*PATTERN A – Dept Function\*\* | `[Department] - [Document Type]` | `HR - Policies` | Intuitive for end-users, clear ownership | Less scalable across regions, risk of duplication (“Finance - Reports” in multiple sites) |   
| \*\*PATTERN B – Prefix Short Code\*\* | `[Prefix]-[Abbrev]-[DocType]` | `PRG-HR-Policies` | Aligns with site naming, prevents duplication, governance-friendly | Less user-friendly, acronyms may confuse casual users |   
|

\*\*PATTERN C – Hybrid Regional Scoped\*\* | `[Region/Dept]-[Purpose]` | `APAC-FIN-Invoices` | Supports global taxonomy, perfect for reporting and DLP rules | Longer names, end-user training required |   
  
---  
  
#### Recommendation   
  
- \*\*Adopt PATTERN B (Prefix Short Code)\*\* as the \*primary standard\* for libraries.   
 - Ensures \*\*alignment with site naming architecture\*\* (`HUB/PRG/FUNC/HO/PROP`).   
 - Provides \*\*uniqueness across tenant\*\* (no two policies libraries with same name).   
 - Ensures clean metadata mapping for governance.   
- Apply \*\*user-friendly display names\*\* in library settings (e.g., show “Policies” instead of `PRG-HR-Policies`).   
  
---  
  
#### Per-Site Examples (Based on Earlier [site-map])   
  
| Site | Library Name (Internal) | Display Label (End-User) | Purpose |   
|------|--------------------------|--------------------------|---------|   
| \*\*PRG-HR\*\* | `PRG-HR-Policies` | Policies Library | HR policies and guidelines |   
| \*\*PRG-HR\*\* | `PRG-HR-Forms` | HR Forms | Templates and staff forms |

| \*\*PRG-FIN\*\* | `PRG-FIN-Invoices` | Invoices | Accounts payable, vendor invoices |   
| \*\*PRG-FIN\*\* | `PRG-FIN-Budgets` | Budgeting | Annual and quarterly budgets |   
| \*\*PROP-1234-ERP\*\* | `PROP-1234-DesignDocs` | Design Documents | Solution blueprints |   
| \*\*PROP-1234-ERP\*\* | `PROP-1234-Risks` | Risk Register | Project risk tracking |   
| \*\*FUNC-DOCS\*\* | `FUNC-DOCS-Archive` | Archive Library | Central enterprise archive |   
| \*\*HO-APAC\*\* | `HO-APAC-News` | Regional News | Regional comms and newsletters |   
  
---  
  
#### Best Practices   
  
1. \*\*Library Owners\*\*: Must be assigned per library, not just per site — ensures accountability.   
2. \*\*Restricted Libraries\*\*: For sensitive departments (Finance, HR), \*\*require distinct restricted libraries\*\* with explicit AD/security groups.   
3. \*\*Avoid special characters\*\*: Internal names (URLs) should not include spaces or symbols → consistent for Power Automate, APIs.   
4. \*\*Versioning enforced uniformly\*\*: 50 versions per library, major only unless workflows require

minor versions.   
5. \*\*Hub-wide publishing\*\*: Standard templates for library names published via \*\*PnP templates\*\*.   
  
---  
  
#### Example JSON Snippet (PnP: Create Library)   
  
```json  
{  
 "Lists": [  
 {  
 "Title": "Policies Library",  
 "Url": "PRG-HR-Policies",  
 "TemplateType": 101,  
 "EnableVersioning": true,  
 "MajorVersionLimit": 50,  
 "ContentTypesEnabled": true,  
 "AssociatedContentTypes": ["CorpPolicy"]  
 }  
 ]  
}  
```  
  
---  
  
✅ Completed the \*\*[library-naming]\*\* section with \*\*three patterns, recommendation, examples per site, and provisioning JSON\*\*.   
  
👉 Shall I continue with \*\*[security-design]\*\* next (AD group mapping → SharePoint groups → permission matrix)?

**User:**

yes

**Abacus AI ChatLLM:**

> Routing to GPT-5

Perfect — let’s move into the \*\*heart of governance and compliance\*\*:   
  
---  
  
### [security-design]   
A resilient \*\*security design\*\* for SharePoint Online must align \*\*Azure AD group structures\*\* with SharePoint group roles (Owners, Members, Visitors) and enforce \*\*least privilege + compliance-first access management\*\*.   
  
This section will cover:   
1. \*\*AD to SPO mapping\*\*   
2. \*\*Standard site group model\*\*   
3. \*\*Permission matrix\*\* (per site type)   
4. \*\*Recommendations\*\* (including avoidance of security drift)   
  
---  
  
#### 1. AD → SharePoint Mapping Model   
  
| Azure AD Group | SharePoint Group Target | Access Level | Notes |   
|----------------|-------------------------|--------------|-------|   
| `AAD-{Dept}-Owners` | Site Owners | Full Control | Limited membership (Dept leads + deputies) |   
| `AAD-{Dept}-Members` | Site Members | Edit | Default for staff who \*contribute\* |   
| `AAD-{Dept}-Visitors` | Site Visitors | Read | Broader audience, view only |   
| `AAD-{Dept}-External` | N/A | Guest (if

approved) | Governed via External Sharing Policy |   
  
- \*\*Automation\*\*: Membership of `AAD` groups synced from HR system (Joiner/Mover/Leaver).   
- \*\*External users\*\*: Conditional, must be routed through B2B (Azure AD External Identities) with MFA enforced.   
  
---  
  
#### 2. Standard Site Model   
  
- \*\*Communication Sites (PRG-HR, PRG-FIN, HUB-CORP)\*\*   
 - Few Editors, large Read population.   
- \*\*Team Sites (FUNC-DOCS, PROP-1234)\*\*   
 - Balanced Editors and Members.   
- \*\*Project/Regional Sites\*\*   
 - Time-bound membership (expiry = auto cleanup after e.g., 12 months).   
  
---  
  
#### 3. Permission Matrix   
  
| Site Type | Group / Role | AD Group Source | Access | Notes |   
|-----------|--------------|-----------------|--------|-------|   
| \*\*HUB-CORP (Corporate Hub)\*\* | Owners | `AAD-IT-Admins` | Full Control | Intranet leadership only |   
| | Members | `AAD-Comms-Team` | Edit | Content creators only |   
| | Visitors | `AAD-AllEmployees` | Read | Entire org |   
| \*\*PRG-HR (HR)\*\* | Owners | `AAD-HR-Managers`

| Full Control | HR Directors only |   
| | Members | `AAD-HR-Team` | Edit | HR staff upload/update |   
| | Visitors | `AAD-AllEmployees` | Read | All employees can see HR content |   
| \*\*PRG-FIN (Finance)\*\* | Owners | `AAD-FIN-Leadership` | Full Control | Controllers only |   
| | Members | `AAD-FIN-Staff` | Edit | Finance staff only |   
| | Visitors | \*None\* | Read | Access blocked unless explicitly approved |   
| \*\*PROP-1234 (ERP Project)\*\* | Owners | `AAD-PMO` | Full Control | Program managers |   
| | Members | `AAD-ERP-Core` | Edit | Core project team |   
| | Visitors | `AAD-ERP-Stakeholders` | Read | Steering committee read access |   
| \*\*HO-APAC (Regional Hub)\*\* | Owners | `AAD-APAC-Leads` | Full | For regional intranet leads |   
| | Members | `AAD-APAC-Comms` | Edit | Content creators in region |   
| | Visitors | `AAD-APAC-Employees` | Read | Restricted to APAC workforce |   
  
---  
  
#### 4. Recommendations   
  
1. \*\*No direct user assignments\*\* — always \*\*AD group → SPO group → Permission\*\*. This

avoids “permissions creep” during audits.   
2. \*\*Privileged Identity Management (PIM)\*\* for elevated roles (Owners) → enforce just-in-time admin.   
3. \*\*Permissions review cadence\*\*: Quarterly automated export → check for anomalies (e.g., users directly in SPO without AD group).   
4. \*\*External sharing\*\* approvals flow with Power Automate, logs tracked in dedicated “External Access Register” library.   
5. \*\*DLP tie-in\*\*: Sensitive content (e.g., Finance invoices) → Blocks sharing links outside tenant.   
6. \*\*Governance alert\*\*: If a user exists simultaneously in Owners + Members, flag misconfiguration.   
  
---  
  
#### Example PowerShell — Audit Direct Permissions   
  
```powershell  
# Identify users not inherited from AD groups  
Get-PnPUser -Web https://tenant.sharepoint.com/sites/finance |   
 Where-Object { $\_.LoginName -notlike "\*#EXT#\*" -and $\_.IsGroup -eq $false } |  
 Export-Csv FinanceDirectUsers.csv -NoTypeInformation  
```  
  
---  
  
✅ The \*\*[security-design]\*\* section now defines \*\*AD mapping, site-level group

models, matrix with examples, governance recommendations, and a PowerShell audit example\*\*.   
  
👉 Shall I move forward to \*\*[dlp]\*\* (rules, sensitivity mapping, triggers, enforcement actions)?

Warning: Some URLs are invalid

- https://tenant.sharepoint.com/sites/finance

**User:**

cont

**Abacus AI ChatLLM:**

> Routing to GPT-5

Excellent 👍 — now we’ll tackle \*\*[dlp]\*\*, the \*\*Data Loss Prevention strategy\*\*. This is where \*\*compliance and security converge\*\* in Microsoft Purview (M365 Compliance Center) and extend into SharePoint Online.   
  
---  
  
### [dlp]   
The purpose of the \*\*DLP framework\*\* is to \*\*control the flow of sensitive information\*\* across the intranet, aligning with regulatory standards (\*\*GDPR, CCPA, SOX\*\*). We’ll define:   
  
1. \*\*DLP Rules & Scopes\*\*   
2. \*\*Sensitivity Mapping\*\*   
3. \*\*Policy Triggers\*\*   
4. \*\*Enforcement Actions\*\*   
5. \*\*Monitoring & Escalation\*\*   
  
---  
  
#### 1. DLP Rule Categories   
  
| Rule Category | Target Regulation | Data Types Covered | Example Matches | Enforcement Priority |   
|---------------|------------------|--------------------|-----------------|----------------------|   
| \*\*PII Protection\*\* | GDPR/CCPA | National ID, Passport, SSN, Driver’s License | EU Passport numbers, US SSNs | High |   
| \*\*Financial Data\*\* | SOX/PCI-DSS | Credit card, IBAN, SWIFT/BIC codes | Visa CC#, EU IBAN | High

|   
| \*\*Health Data\*\* | HIPAA / GDPR Art. 9 | Medical IDs, lab reports | NHS number, ICD codes | Medium–High |   
| \*\*Corporate Confidential\*\* | IP/Trade Secrets | Product Roadmaps, Design Docs | “ERP Modernisation DesignDoc” | Medium |   
| \*\*External Sharing Monitor\*\* | General | Unknown or external domains | \*@gmail.com, \*@yahoo.com | Medium–Low |   
  
---  
  
#### 2. Sensitivity Label Mapping   
  
| Sensitivity Label | Retention Policy | Encryption | Example Application |   
|-------------------|------------------|------------|---------------------|   
| \*\*Public\*\* | 1 year | None | Company newsletter |   
| \*\*Internal\*\* | 3 years | Rights-managed links only | Policy documents |   
| \*\*Confidential – Finance\*\* | 6 years | Encrypt + Block external | Budgets, Invoices |   
| \*\*Highly Confidential – HR\*\* | 10 years | Encrypt + Just-in-time user access | Employee Records |   
| \*\*Top Secret – M&A\*\* | 15 years | Encrypt + Geo-bound (EU only) | M&A drafts |   
  
---  
  
#### 3. DLP Trigger Conditions   
  
- \*\*Sharing triggers\*\*:

- If file labeled \*\*Confidential\*\* is shared externally → Block with override approval by Manager.   
- \*\*Content inspection triggers\*\*:   
 - Detect ≥ 1 EU Passport number → Block upload to \*\*PROP\*\* sites unless sensitivity = Internal or higher.   
- \*\*Volume triggers\*\*:   
 - > 30 records of credit card info in a single upload → Auto-quarantine file, alert Compliance Officer.   
- \*\*User triggers\*\*:   
 - Guest (B2B) attempts to download from \*\*Finance\*\* library → Block unless exception approved.   
  
---  
  
#### 4. Enforcement Actions   
  
| Condition | Action | Escalation | Notes |   
|-----------|--------|------------|-------|   
| Employee attempts to email invoice from SPO | Block + Justify override | Manager + Compliance alert | Overrides logged centrally |   
| External sharing (non-domain whitelisted) | Auto-block + Notify Site Owner | Compliance weekly review | Guest access must be pre-approved |   
| Upload of >100 unencrypted HR records | Auto-quarantine document | Immediate Compliance + HRD | Red-flag

escalation |   
| Attempt to download “Highly Confidential – HR” from mobile | Block unless Intune enrolled | Manager notification | Enforces MAM/MDM alignment |   
  
---  
  
#### 5. Monitoring & Escalation   
  
- \*\*Dashboards\*\*: Microsoft Purview → DLP Incident Dashboard; integrated into Power BI for governance board weekly review.   
- \*\*Escalation paths\*\*:   
 - Low: Alert → Site Owner email.   
 - Medium: Alert → Compliance mailbox + logged.   
 - High: Alert + Auto-quarantine + Notify SecurityOps.   
- \*\*Audit retention\*\*: DLP event logs retained 7 years.   
  
---  
  
#### Example CSV — DLP Policy Export   
  
```csv  
PolicyName,Condition,Action,Escalation  
PII-Block,Detect EU Passport number,Block+Override,Compliance+Manager  
Finance-External,Label=Confidential Finance shared externally,Block,Finance Controller  
HR-HighlyConf-Download,Label=Highly Confidential HR download from mobile,Block+Notify,HR Director  
```  
  
---  
  
#### Example PowerShell Snippet: Add Sensitivity Rule   
  
```powershell  
New-DlpComplianceRule -Name

"BlockFinanceExternal" `  
 -Policy "FinancePolicy" `  
 -BlockAccess $true `  
 -ContentContainsSensitiveInformation @(@{Id="Credit Card Number";MinCount=1}) `  
 -NotifyUser $true -NotifyUserEmail "compliance@company.com"  
```  
  
---  
  
✅ Completed the \*\*[dlp]\*\* section with \*\*rules, sensitivity mappings, trigger conditions, enforcement actions, escalation, and export examples\*\*.   
  
👉 Shall I continue into \*\*[prop-site]\*\* (controls: versioning, approval, retention, workflows) next?

**User:**

yes

**Abacus AI ChatLLM:**

> Routing to GPT-5

Perfect, let’s move into \*\*[prop-site]\*\* — the detailed \*\*site-level property and control designs\*\*.   
This section stitches together \*\*compliance, governance, and UX\*\* at the \*library/workspace level\* — ensuring every \*\*Project\*\* (PROP) or functional site enforces consistent policies.   
  
---  
  
### [prop-site]   
Each \*\*SharePoint site\*\* must come with \*\*baseline controls\*\* to maintain data integrity, compliance, and predictable user experience. We’ll cover versioning, approval workflows, retention, and automated compliance.   
  
---  
  
#### 1. \*\*Versioning Standards\*\*   
  
| Setting | Value | Notes |   
|---------|-------|-------|   
| Major Versions | 50 | Default across all libraries; prevents “document rot” by keeping sufficient history |   
| Minor Versions | Enabled only for Draft / Work-in-Progress libraries | Controlled only by Owners + Contributors |   
| Require Check-out | Disabled (Collaboration sites) | Enabled in regulated areas (Finance & HR) |   
| Auto-Save | Enabled (Office integration with SPO) | En

sures modern co-authoring |   
  
---  
  
#### 2. \*\*Content Approval\*\*   
  
- \*\*Mandatory Content Approval\*\* → Enabled in:   
 - \*\*HR Policies\*\* library (content reviewed by HR team before end-user publishing).   
 - \*\*Finance Reports\*\* library (Owner approval required before Financial Controller review).   
- \*\*Workflow:\*\*   
 1. Contributor uploads draft → Status = \*Pending\*.   
 2. Approver notified via \*\*Power Automate approval flow\*\*.   
 3. Approved → Status changes \*Approved\*; visible to readers.   
 4. Rejected → Returned with feedback (record kept).   
  
---  
  
#### 3. \*\*Retention Controls\*\*   
  
| Library/Site | Retention Policy | Trigger | Deletion/Disposition |   
|--------------|-----------------|---------|----------------------|   
| \*\*HR Employee Records\*\* | 10 years | Employee departure date | Auto-delete unless legal hold applied |   
| \*\*Finance Invoices\*\* | 6 years | Created Date | Auto-dispose + compliance audit report |   
| \*\*Project ERP Docs (PROP-1234)\*\* | Lifecycle-defined (Project closure + 7 years) |

Project end date | Export final archive, delete workspace |   
| \*\*Knowledge Articles\*\* | 2 years, renewable | Last modified | Periodic auto-review for relevancy |   
  
- Retention labels managed in \*\*Microsoft Purview\*\*, auto-applied by content type.   
  
---  
  
#### 4. \*\*Workflows (Automation Layer)\*\*   
  
- \*\*Approval Flow (Power Automate)\*\*   
 - Triggers on file upload in “Policy/Finance libraries”.   
 - Routes to approver group.   
 - Captures decision + timestamp in metadata `ApprovalStatus`.   
- \*\*Retention Flow\*\*   
 - For PROP sites: On project closure → auto-trigger workflow archiving content to \*\*FUNC-DOCS-Archive\*\*, then apply deletion label.   
- \*\*Access Review Flow\*\*   
 - Quarterly → Auto-notify Site Owners to review permissions.   
 - Export permissions list to Excel → stored in governance library.   
  
---  
  
#### 5. \*\*Governance & Compliance Enforcement\*\*   
  
- \*\*Site Owners\*\* must complete quarterly checks: upload usage report + verify retention labels in place.   
- \*\*Default Sensitivity Label

enforcement\*\* → Sites must apply a \*\*default label at creation\*\* (Internal or above).   
- \*\*Compliance Blockers for PROP Sites\*\*:   
 - Cannot share externally.   
 - Cannot disable retention enforcement.   
 - Cannot bypass versioning.   
  
---  
  
#### Example PowerShell Enforcement Script (PnP)   
  
```powershell  
# Apply default label to all PROP sites  
$sites = Get-PnPTenantSite | Where-Object {$\_.Url -like "\*prop-\*"}  
foreach ($site in $sites) {  
 Set-PnPSite -Identity $site.Url -SensitivityLabel "Internal"  
 Set-PnPList -Identity "Documents" -EnableVersioning $true -MajorVersions 50  
}  
```  
  
---  
  
#### Example JSON Snippet (Site Provisioning)   
  
```json  
{  
 "SitePolicies": {  
 "DefaultRetention": "Internal-7yrs",  
 "ApprovalRequiredLibraries": ["Policies", "Finance Reports"],  
 "Versioning": {"MajorVersions": 50, "RequireCheckout": true}  
 }  
}  
```  
  
---  
  
#### Key Recommendations   
  
- \*\*Uniform enforcement\*\*: Governance must be automated — avoid relying on manual owner compliance.   
- \*\*Self-service

guardrails\*\*: New PROP sites provisioned \*only\* through an automated request form → ensures consistent application of control pack.   
- \*\*Retention-first principle\*\*: Define retention labels \*\*before\*\* project kickoff so content can be tagged automatically.   
- \*\*Lifecycle transparency\*\*: Train project managers → they know content will be archived + purged post project.   
  
---  
  
✅ That’s the \*\*[prop-site]\*\* section — fully covering \*\*versioning, approval, retention, workflows, governance, script enforcement, and recommendations\*\*.   
  
👉 Do you want me to continue with \*\*[search-strategy]\*\* next (verticals, refiners, promoted results, hub vs. local navigation)?

**User:**

yes

**Abacus AI ChatLLM:**

> Routing to GPT-5

Excellent 🔎 — let’s dive into \*\*[search-strategy]\*\*, one of the most important aspects of SharePoint Online intranet design.   
A poorly defined search experience → frustrated users, shadow IT, compliance risks. A well-structured model → high adoption and better productivity.   
  
---  
  
### [search-strategy]   
  
The SharePoint Online (Microsoft Search) framework supports:   
- \*\*Verticals (search scopes across hubs/sites)\*\*   
- \*\*Refiners (filters on metadata)\*\*   
- \*\*Promoted Results (boosted answers)\*\*   
- \*\*Hub vs. Local Navigation strategies\*\*   
  
We’ll define \*\*enterprise-wide search standards\*\* and \*\*site-level adaptations\*\*.   
  
---  
  
#### 1. \*\*Search Verticals (Scopes)\*\*   
  
| Vertical Name | Scope | Source | Example Use Case | Notes |   
|---------------|-------|--------|------------------|-------|   
| \*\*All\*\* | Entire tenant | All SharePoint sites | Default “Everything” search | Always available |   
| \*\*Policies\*\* | Content type: CorpPolicy | HUB-Corp + PRG-HR | “Find travel, IT, HR policies quickly” | Pinned

as top vertical tab |   
| \*\*HR Knowledge\*\* | HR+Learning libraries | PRG-HR | FAQs, onboarding content | Includes external HR KB via connector |   
| \*\*Finance Docs\*\* | Content Type: FIN-Invoice, Budgets | PRG-FIN | Vendor invoices, financial policies | Secured (only Finance licensed users) |   
| \*\*Project Sites\*\* | PROP-\* sites | All PROP sites | Search across active projects | Scoped vertical improves relevance |   
| \*\*People\*\* | User Profiles (M365) | AAD Directory | Find experts by skill/location | Powered by profile enrichment |   
  
---  
  
#### 2. \*\*Refiners (Metadata Filters)\*\*   
  
| Refiner | Applies To | Values (Example) | Why? |   
|---------|------------|------------------|------|   
| \*\*Department\*\* | All documents | HR, Finance, IT, Comms | For cross-hub filtering |   
| \*\*Region\*\* | HO/APAC hub, Corp site | APAC, EMEA, US | Supports multi-geo compliance |   
| \*\*Policy Category\*\* | Policies library | HR, IT, Finance | Quick narrowing of corporate policies |   
| \*\*Project Phase\*\* | ProjectDoc CT |

Discovery, Build, Test, Go-Live | Supports project managers |   
| \*\*Sensitivity\*\* | All labeled docs | Public, Internal, Confidential, Highly Confidential | Enforce DLP context inside search |   
  
---  
  
#### 3. \*\*Promoted Results (Best Bets)\*\*   
  
- \*\*“Travel Policy” → Direct link to HR portal (Corp HR → Policies)\*\*   
- \*\*“Expense form” → Direct link OneDrive form template\*\*   
- \*\*“VPN / MFA” → Direct link IT Knowledge Article\*\*   
- \*\*“Payroll dates” → FAQ page in HR Knowledge Vertical\*\*   
- \*\*“ERP Project” → PROP-1234 homepage pinned\*\*   
  
\*Each promoted result must have an owner → yearly review required.\*   
  
---  
  
#### 4. \*\*Hub vs. Local Search Strategy\*\*   
  
- \*\*Hub Search:\*\*   
 - Corporate Hub (HUB-Corp) → Default entry point for all enterprise queries.   
 - Hub verticals inherited into child sites where \*\*appropriate\*\*.   
  
- \*\*Local Search:\*\*   
 - Project sites (PROP) → Restrict scope to only that site/library by default.   
 - Users can escalate to “Hub” or “All” if needed — reduces noise, respects

confidentiality.   
  
---  
  
#### 5. \*\*Recommendations\*\*   
  
1. \*\*Governance of search schema\*\*: Central admin defines default refiners; local site admins can extend but never override.   
2. \*\*Synonyms\*\*: Build keyword synonyms (“Laptop = Notebook = Device”) → improves retrieval.   
3. \*\*Exclude ROT (Redundant, Obsolete, Trivial) content\*\*: Auto-applied retention should remove clutter from search index.   
4. \*\*Search training\*\*: Provide “How to use Search” guide in onboarding (very under-utilised feature in many orgs).   
5. \*\*Monitoring Search Logs\*\*: Capture “zero results queries” weekly → feed back into promoted results / synonyms.   
  
---  
  
#### Example PnP JSON Snippet for Vertical   
  
```json  
{  
 "SearchVerticals": [  
 {  
 "Name": "Policies",  
 "QueryTemplate": "contentclass:STS\_ListItem\_DocumentLibrary ContentType:CorpPolicy",  
 "IsAvailable": true,  
 "Default": false  
 }  
 ]  
}  
```  
  
---  
  
#### Example PowerShell Snippet: Add Promoted Result   
  
```powershell  
New-PnPSearchPromotedResult -Title

"Travel Policy" `  
 -Url "https://tenant.sharepoint.com/sites/hr/Policies/TravelPolicy.pdf" `  
 -Query "travel policy" -Language "en"  
```  
  
---  
  
✅ That’s the \*\*[search-strategy]\*\* section with \*\*verticals, refiners, promoted results, hub vs. local approach, JSON + PowerShell examples\*\*.   
  
👉 Do you want me to continue straight into \*\*[ux-standards]\*\* (page templates, branding, adoption & training) next?

Warning: Some URLs are invalid

- https://tenant.sharepoint.com/sites/hr/Policies/TravelPolicy.pdf

**User:**

lets skip that one what is next

**Abacus AI ChatLLM:**

> Routing to GPT-5

Got it 👍 — we’ll \*\*skip [ux-standards]\*\* for now.   
  
The \*\*next section in sequence\*\* after UX is:   
  
### [automation]   
(Power Automate scenarios: approvals, reviews, provisioning, audits).   
  
Would you like me to continue into \*\*[automation]\*\* → showing detailed scenarios, flow designs, and governance guardrails?

**User:**

lets see it

**Abacus AI ChatLLM:**

> Routing to GPT-5

Perfect ⚡ — let’s unpack \*\*[automation]\*\*, the engine that drives consistency, governance, and productivity in your SharePoint Online intranet.   
  
---  
  
### [automation]   
Automation ensures \*\*repeatability\*\*, minimizes human error, and enforces compliance without slowing users down. In SharePoint Online, \*\*Power Automate\*\* (with selective PowerShell + Graph API support) is the primary workflow engine.   
  
We’ll cover:   
1. \*\*Approval Scenarios\*\*   
2. \*\*Review & Compliance Flows\*\*   
3. \*\*Provisioning Automation\*\*   
4. \*\*Audit & Governance Flows\*\*   
5. \*\*Integration-specific Flows\*\*   
  
---  
  
#### 1. Approval Scenarios   
  
| Scenario | Trigger | Flow Actions | Outcome |   
|----------|---------|--------------|---------|   
| \*\*HR Policy Approval\*\* | New/updated item in `PRG-HR-Policies` library | - Notify HR Approver Group → Approve/Reject → Set `ApprovalStatus` → Audit log entry | Document only visible to Readers once approved |   
| \*\*Finance Invoice Approval\*\* | New `FIN-Invoice` CT uploaded | - Extract invoice

metadata → Send to Finance Controller → Approve/Reject | Approved invoice routed to ERP connector folder, rejected returned to submitter |   
| \*\*Project Deliverable Sign-off\*\* | Upload in `PROP-Docs` library | - Route to Project Manager → Capture decision in `ApprovalLog` list | Keeps track of milestone approvals |   
  
---  
  
#### 2. Review & Compliance Flows   
  
- \*\*Quarterly Access Review\*\*   
 - Trigger: Scheduled every 90 days.   
 - Actions: Export site permissions → Send to Site Owner with “Confirm/Request Change” approval.   
 - Output: Audit file stored in Governance library.   
- \*\*Document Review Reminder\*\*   
 - Trigger: `KnowledgeArticle` CT modified date > 2 years.   
 - Actions: Notify Owner → “Review/Archive” decision.   
 - Ensures content lifecycle enforcement.   
- \*\*DLP Violation Escalation\*\*   
 - Trigger: DLP incident (from Purview).   
 - Actions: Create ticket in ServiceNow → Notify Compliance Officer → Freeze document in quarantine library.   
  
---  
  
#### 3. Provisioning Automation   
  
-

\*\*Site Provisioning Flow\*\*   
 - Trigger: User submits request form (MS Forms or ServiceNow catalog item).   
 - Actions:   
 1. Manager approval.   
 2. PnP PowerShell or Graph API script runs → Creates site with naming standard.   
 3. Applies default retention & sensitivity labels.   
 4. Sends welcome package (Owners, Members, Visitors quick guide).   
- \*\*Library Provisioning\*\*   
 - When new library requested → Flow validates against library-naming policy → auto-creates via PnP cmdlets.   
  
---  
  
#### 4. Audit & Governance Flows   
  
| Flow Name | Frequency | Action | Output |   
|-----------|-----------|--------|--------|   
| \*\*Permissions Drift Audit\*\* | Weekly | Compare SPO group members vs. mapped AAD group | Alerts mismatches to IAM |   
| \*\*Site Activity Report\*\* | Monthly | Export usage analytics (views, file opens) | Power BI Governance dashboard |   
| \*\*Retention Expiry Flow\*\* | Nightly | Scan for items exceeding retention window | Archive or delete with compliance log |   
  
---  
  
#### 5.

Integration-Specific Automations   
  
- \*\*Teams + SharePoint\*\* → Auto-provision Teams channel → link to team site doc library via connector.   
- \*\*Power BI\*\* → Refresh HR dashboards when new Excel report uploaded to PRG-HR library.   
- \*\*ServiceNow Integration\*\* → HR Case triggered → Auto-generate SPO doc set in `HR-EmployeeRecord` library.   
- \*\*Email → SharePoint\*\* → Route invoices from `ap@company.com` mailbox to `PRG-FIN-Invoices` library using flow + OCR metadata extraction.   
  
---  
  
#### Example Flow (JSON Export Snippet - Simplified)   
  
```json  
{  
 "name": "HRPolicyApproval",  
 "trigger": "When a file is created in HR-Policies library",  
 "actions": [  
 {"type": "Approval", "approvers": "AAD-HR-Managers"},  
 {"type": "SetMetadata", "field": "ApprovalStatus", "value": "Approved"},  
 {"type": "Log", "target": "GovernanceAuditList"}  
 ]  
}  
```  
  
---  
  
#### Example PowerShell Automation — Site Provisioning   
  
```powershell  
# Provision PROP site with naming standard  
New-PnPSite -Type TeamSite -Title "ERP

Modernisation" -Alias "PROP-1234-ERP" -Owners "AAD-PMO"  
Set-PnPSite -Identity https://tenant.sharepoint.com/sites/PROP-1234-ERP -SensitivityLabel "Internal"  
```  
  
---  
  
#### Key Recommendations   
  
1. \*\*Always run provisioning automation through a central flow\*\* — no ad-hoc manual site creations.   
2. \*\*Store audit logs in a governance library\*\* (auto-retained 7 years).   
3. \*\*Use environment separation\*\* → Flows developed/tested in “DEV” environment, then promoted to “PROD” in Power Platform.   
4. \*\*Compliance-first automation\*\* → Any DLP-triggered flow must record events in immutable logs.   
5. \*\*Self-service with guardrails\*\* → Users can trigger automations via requests, but final provisioning must pass governance gates.   
  
---  
  
✅ That’s the complete \*\*[automation]\*\* section: approval flows, compliance reviews, provisioning automation, audits, integrations, with JSON/PowerShell examples.   
  
👉 Next up in sequence is \*\*[analytics]\*\* — would you like me to build out the \*\*analytics dashboards + governance

checks\*\* section?

Warning: Some URLs are invalid

- https://tenant.sharepoint.com/sites/PROP-1234-ERP

**User:**

list out what sections are left

**Abacus AI ChatLLM:**

> Routing to Gemini 2.5 Flash

Okay, here's a quick rundown of the \*\*remaining sections\*\* we need to cover to complete the full SharePoint Intranet Blueprint:  
  
1. \*\*[analytics]\*\*: Usage, search logs, DLP dashboards, permissions creep checks.  
2. \*\*[governance]\*\*: Site provisioning process, lifecycle, escalation paths, board model.  
3. \*\*[integration]\*\*: Teams tabs, Viva, Power BI, external connectors.  
4. \*\*[accessibility]\*\*: WCAG 2.1 AA design, multilingual approach, external sharing rules.  
5. \*\*[continuity]\*\*: Retention, backups, disaster recovery approach.  
6. \*\*[rollout]\*\*: Pilot → phased rollout roadmap with milestones.  
7. \*\*[validation]\*\*: Scoring rubric, iteration log, self-check loop until ≥90%.  
8. \*\*[deliverables]\*\*: Exact files/tables to output (Excel WBS, CSV content types, JSON PnP, PowerShell, PDF governance).  
  
We previously skipped \*\*[ux-standards]\*\*, so that's also an option if you change your mind.  
  
Which section would you like to tackle next?

**User:**

give me number 2 and 3 and skip the rest

**Abacus AI ChatLLM:**

> Routing to GPT-5

Perfect 👍 — let’s deep dive into \*\*[governance] (section 2)\*\* and \*\*[integration] (section 3)\*\*, and we’ll skip the rest as requested.   
  
---  
  
## [governance]   
Governance ensures that the intranet does not collapse under \*\*site sprawl, security drift, or uncontrolled provisioning\*\*. This section defines \*\*roles, processes, lifecycle policies, escalation, and board structure\*\*.   
  
---  
  
### 1. Governance Roles   
  
| Role | Responsibilities | Tools/Authority |   
|------|------------------|-----------------|   
| \*\*SharePoint Admin\*\* | Approves provisioning, enforces compliance, manages PnP templates | PowerShell, Admin Center |   
| \*\*Governance Board (monthly)\*\* | Reviews tenant health, adoption, compliance trends | Power BI dashboards, DLP logs |   
| \*\*Site Owners\*\* | Day-to-day management, permission reviews, content stewardship | Site settings, Power Automate |   
| \*\*Compliance Officer\*\* | Oversees DLP, legal holds, retention | Purview Compliance Center |   
| \*\*Adoption & Training Lead\*\* | Runs comms &

training around intranet | Viva Learning, MS Stream |   
  
---  
  
### 2. Site Provisioning Model   
  
\*\*Process:\*\*   
1. Employee submits request (HR/IT/Project/Regional).   
2. Flow validates: business justification, sponsor, retention needs.   
3. Manager approval.   
4. Auto-provisioned via PnP template (site+library+content types pre-applied).   
5. Default sensitivity label + retention policy applied.   
  
\*\*Guardrails:\*\*   
- No end-user manual "Create Site" → must go through request portal.   
- All sites must have \*\*2 Site Owners (dual accountability)\*\*.   
- PROP sites must include \*\*closure date\*\* → triggers archiving process.   
  
---  
  
### 3. Lifecycle Management   
  
| Site Type | Lifecycle | Archival / Disposition |   
|-----------|-----------|-------------------------|   
| \*\*PROP (Projects)\*\* | Default 12–18 months | On closure +7 years retention, then delete |   
| \*\*PRG (Programs)\*\* | Indefinite | Reviewed annually, inactive programs archived |   
| \*\*FUNC (Functional)\*\* | Continuous | Content-based retention (2–10

yrs depending on CT) |   
| \*\*HUB\*\* | Permanent | Governance board oversight |   
  
---  
  
### 4. Escalation Paths   
  
- Permissions violation → Site Owner (24h) → Compliance Officer (48h) → Governance Board.   
- DLP violation → Auto-escalated to Compliance Officer immediately.   
- Site inactivity (> 6 months) → Site flagged for review, then archived.   
  
---  
  
### 5. Governance Board Model   
  
- \*\*Meeting cadence\*\*: Monthly.   
- \*\*Inputs\*\*: Analytics dashboard, DLP logs, provisioning logs.   
- \*\*Outputs\*\*: Governance action register, quarterly policy refresh, adoption roadmap.   
  
---  
  
✅ Governance provides \*\*structure + control\*\* → reduces uncontrolled growth, ensures compliance, and enforces lifecycle discipline.   
  
---  
  
## [integration]   
SharePoint Online is not a silo → it \*\*interconnects with Teams, Viva, Power BI, ServiceNow, and external connectors\*\* to maximize value.   
  
---  
  
### 1. Microsoft Teams Integration   
  
- \*\*Tab integration\*\*: Every PROP/Team site library pinned as a tab in Teams channels.   
-

\*\*Chat → File Governance\*\*: Files uploaded via Teams → stored in SharePoint team site libraries (not siloed in chat).   
- \*\*Context apps\*\*: Policies, Knowledge Articles, and HR FAQs added as \*\*Teams resource tabs\*\*.   
  
---  
  
### 2. Viva Suite   
  
| Viva Module | Integration | Example Use Case |   
|-------------|-------------|------------------|   
| \*\*Viva Connections\*\* | HUB-Corp as landing experience in Teams | Employees access intranet inside Teams |   
| \*\*Viva Learning\*\* | HR training library → Learning Pathways | Onboarding module “New hire essentials” |   
| \*\*Viva Insights\*\* | Provides work patterns analytics → Governance board consumes | Monitor collaboration health across PROP |   
  
---  
  
### 3. Power BI   
  
- Finance libraries (budgets, reports) = \*\*auto-refresh datasets\*\* → Power BI dashboards available via link in PRG-FIN.   
- HR dashboards → integrate with \*\*Viva Connections card-style dashboards\*\*.   
- Governance dashboard:   
 - Permissions drift reports.   
 - DLP incidents counts.   
 - Content

ageing reports.   
  
---  
  
### 4. External Connectors   
  
- \*\*ServiceNow\*\* → HR Case workflow creates doc set in HR-EmployeeRecord library.   
- \*\*Salesforce\*\* → Connector for marketing/proposal libraries.   
- \*\*Box/Dropbox migration\*\* → Migration API to funnel old content into SPO with metadata enforcement.   
- \*\*Email → SharePoint\*\* (via Power Automate): AP invoices emailed to shared mailbox auto-routed into PRG-FIN library.   
  
---  
  
### 5. Integration Security Considerations   
  
- All connectors must be registered through \*\*Microsoft 365 Compliance Connector Framework\*\*.   
- External system integrations tagged with \*\*sensitivity metadata\*\* → downstream tools preserve GDPR retention.   
- Conditional Access enforced for all Power BI + Viva access (geo-location + MFA).   
  
---  
  
✅ [integration] ensures the intranet \*\*is not just a static portal\*\*, but a \*\*connected fabric\*\* across Teams, Viva, BI, and external platforms → driving adoption and embedding governance everywhere.   
  
---  
  
👉 Now that we’ve delivered

\*\*[governance]\*\* and \*\*[integration]\*\*, do you want a \*\*final wrap-up summary\*\* of just the sections we covered so far (Intro → DLP → PROP-Site → Automation → Governance → Integration), or leave them as-is for now?