eduthing
IT Services for Education

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Rev 1.0

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MAT SharePoint Design

Group Design

MAT Hub Site
MESG_[trust_code]_All_Staff(visitor)

Policies
MESG_[trust_code]_All_Staff (read)
MESG_[trust_code]_Central_Team_All_Staff (edit)

Resources
MESG_[trust_code]_All_Staff (read)
MESG_[trust_code]_Central_Team_All_Staff (edit)

Trust Central Operations Site Mapped as M:
MESG_[trust_code]_Central_Team_All_Staff(visitor)

Academy 1 Site
MESG_[site_code]_All_Staff (visitor)
MESG_[site_code]_All_Student (visitor)

General
MESG_[trust_code]_Central_Team_All_Staff (edit)
- Folder 1
- Folder 2

Finance
MESG_[trust_code]_Central_Team_Finance_Staff (edit)
- Folder 1
- Folder 2

Personnel
MESG_[trust_code]_Cental_Team_Personnel_Staff (edit)
- Folder 1
- Folder 2

Academy1 Operations Site
Mapped as O:
MESG_[site_code]_All_Staff (visitor)

Office
MESG_[site_code]_Office_Staff (edit)
- Folder 1

Finance
MESG_[site_code]_Finance_Staff (edit)
- Folder 1

Personnel
MESG_[site_code]_Personnel_Staff (edit)
- Folder 1

SLT
MESG_[site_code]_SLT_Staff (edit)
- Folder 1

Academy1 Staff Site
Mapped as S:
MESG_[site_code]_All_Staff (visitor)

General
MESG_[site_code]_All_Staff (edit)
- Folder 1

Media
MESG_[site_code]_All_Staff (edit)
- Folder 1

Planning
MESG_[site_code]_All_Staff (edit)
- Folder 1

Safeguarding
MESG_[site_code]_All_Staff (edit)
- Folder 1

Academy1 Student Site
Mapped as P:
MESG_[site_code]_All_Staff (visitor)
MESG_[site_code]_All_Student (visitor)

General
MESG_[site_code]_All_Staff (edit)
MESG_[site_code]_All_Students (read)
- Media

Year1
MESG_[site_code]_All_Staff (edit)
MESG_[site_code]_Year1_Students(read)
- Literacy
- Maths

Year2
MESG_[site_code]_All_Staff (edit)
MESG_[site_code]_Year2_Students(read)
- Literacy
- Maths

Year3
MESG_[site_code]_All_Staff (edit)
MESG_[site_code]_Year3_Students(read)
- Literacy
- Maths

KEY
- Sharepoint Site
- Sharepoint Library (50,000 Object Limit)
- Sharepoint Folder

Distribution Lists for Email Purposes:

Purpose: Suitable for sending emails to a group of users, commonly used for communication, announcements, and notifications.

Example Names:
DL_[trust_code]_All_Staff (Nested Group containing all DL_[site_code]_All_Staff)
DL_[trust_code]_Central_Team_Finance_All_Staff (for Trust Central Team Department Specific Group)
DL_[site_code]_All_Staff (for Academy Specific)
DL_[site_code]_Finance_All_Staff (for Academy department Specific)

Mail-Enabled Security Groups for SharePoint Permissions:

Purpose: Ideal for managing permissions in SharePoint, directly assignable to SharePoint securable objects.

MESG_[trust_code]_All_Staff (Nested Group containing all MESG_[site_code]_All_Staff)
MESG_[trust_code]_Central_Team_Finance_All_Staff (for Trust Central Team Department Specific Group)
MESG_[site_code]_All_Staff (for Academy Specific)
MESG_[site_code]_Finance_All_Staff (for Academy department Specific)

Microsoft 365 Groups for Teams:

Purpose: Designed for collaboration in Microsoft Teams, providing integrated features for team communications.

M365_[trust_code]_Central_Team_Finance_All_Staff (for Trust Central Team department specific Group)

M365_[site_code]_All_Staff (for Academy Specific)
M365_[site_code]_Finance_All_Staff (for Academy department Specific)

Security Groups for Microsoft 365

Purpose: Used for managing Microsoft 365 licensing, including the assignment of licenses based on user roles and responsibilities and devices.

LIC_[trust_code]_All_Staff (for Trust Wide)

LIC_[site_code]_All_Staff (for Academy Staff)
LIC_site_code]_All_Students (for Academy Students)