

Statement of Work:

Comprehensive Guide on Integrating SharePoint with Microsoft Teams

12/12/2023



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Notes: To assist Andrew and he's teams in integrating Microsoft Teams and SharePoint through a DIY approach, it's important to gather and organize self-help materials. Here's a detailed guide on how to find and structure these resources:

Objective

- Develop an informative, easy-to-follow guide that enables users to effectively integrate and utilize SharePoint within Microsoft Teams.
- The guide aims to enhance collaboration, streamline document management, and leverage SharePoint's features within the Teams environment.



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Self-Implementation Resources:

These are detailed guides and tutorials for setting up and using Microsoft Teams and SharePoint.

Where to Find:

- **Microsoft Support Pages:** The official [Microsoft website](#) offers comprehensive documentation for both Teams and SharePoint. Look for guides under their respective sections.
- **YouTube Tutorials:** Search on YouTube for tutorials. Channels like Microsoft Mechanics or independent tech experts often post in-depth walkthroughs.
- **Tech Blogs:** Explore [TechRepublic](#), [CNET](#), and [ZDNet](#) for articles and guides.

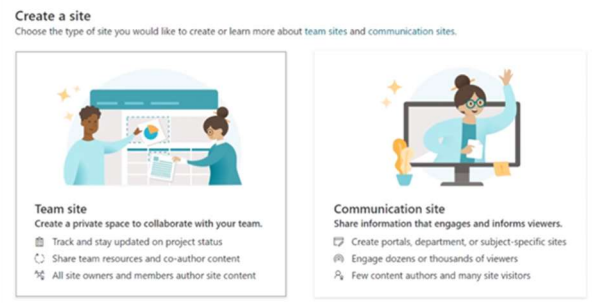
Scope

Introduction to SharePoint in Teams

- Overview of Integration
- Benefits of Integration

Creating a New Team Site in SharePoint

- Accessing SharePoint from Teams
- Steps to Create a New Team Site
- Best Practices for Team Site Setup



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Suggested Indexing:

A. Setting Up SharePoint:

- A.1. Creating SharePoint Sites
- A.2. Managing Permissions and Security
- A.3. Organizing Files and Folders

B. Setting Up Microsoft Teams:

- B.1. Creating Teams and Channels
- B.2. Integrating Teams with SharePoint
- B.3. Customizing Teams Settings

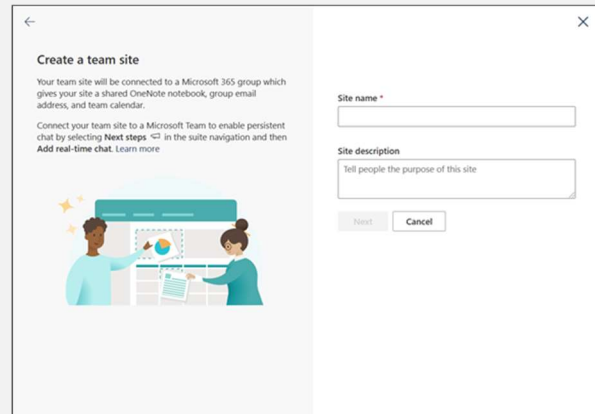
Scope Cont.

Adding SharePoint Elements to Teams

- Adding SharePoint Pages as Tabs
- Integrating SharePoint Document Libraries
- Incorporating SharePoint Lists

Managing Permissions and Security in SharePoint and Teams

- Understanding and Managing Permissions
- Security Best Practices



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Suggested Indexing:

SharePoint Training:

- C.1. Basic SharePoint Navigation and Use
- C.2. Advanced Document Management
- C.3. SharePoint Administration

Teams Training:

- D.1. Basic Use of Teams
- D.2. Advanced Collaboration in Teams
- D.3. Teams for Project Management

Additional Tips:

- **Regular Updates:** Microsoft's frequent updates mean staying current with the latest guides and features.
- **Online Communities:** Utilize platforms like [Stack Overflow](#), Reddit ([SharePoint](#) and [Microsoft Teams](#) subreddits), and the [Microsoft Tech Community](#) for community support.

Scope Cont.

Collaborating on Documents and Files

- Co-Authoring Documents in Teams
- Managing Version Control

Advanced SharePoint Features in Teams

- Implementing SharePoint Workflows and Power Automate
- Integrating Custom SharePoint Solutions or Apps

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Here are some resources that might help you with implementing SharePoint workflows and Power Automate:

- **Microsoft Learn:** This article provides an overview of how Teams and SharePoint work together, including the basic parts of Teams and SharePoint and how they relate to each other. [It also explains when Teams and SharePoint get connected and provides examples of teams with multiple channel types¹](#)
- **SharePoint Sharks:** [This blog post provides user best practices and guidelines for Microsoft Teams sites, including tips on adding navigation tabs for resources within your SharePoint Teams site, using private chat for one-to-one conversations, and using the channel conversation to share knowledge and information with the team²](#)
- **Intranet Blog:** [This blog post provides best practices for Microsoft Teams and SharePoint integration, including tips on looking up files instantly through a single search system, linking documents straight into a conversation to keep the topic clear, and generating automatic previews in Microsoft Team's channel tab through SharePoint³](#)

- **Microsoft Support:** This guide focuses on the powerful capabilities of Teams, SharePoint, and OneDrive, including document storage, collaboration, sharing, and conversations. [It also explains how each tool works together to provide optimal productivity⁴](#)
- **Microsoft Learn:** This article provides a tutorial on how to set up lists for SharePoint Online integration with Power Apps, Power Automate, and Power BI. [It explains how to create and review the lists, and how to use them as a data source for apps, flows, reports, and dashboards¹](#)
- **SuperSimple365:** This blog post explains how to create and manage Power Apps from Microsoft Lists within Microsoft Teams. [It also provides a step-by-step guide on how to create an app from a list and populate it with sample data²](#)
- **Microsoft Support:** This article explains how to find your SharePoint and Teams files in OneDrive for work or school. [It also provides instructions on how to access your SharePoint or Microsoft Teams files in the OneDrive mobile app³](#)
- **Microsoft Learn:** [This article compares Microsoft Lists, Dataverse for Teams, and Dataverse, and provides key considerations that will help you pick the correct data source for your app⁴](#)

Scope Cont.

Best Practices for Using SharePoint in Teams

- Tips for Encouraging Adoption and Effective Use
- Troubleshooting Common Issues

Conclusion and Additional Resources

- Summary of Key Points
- Links to Further Learning and Resources

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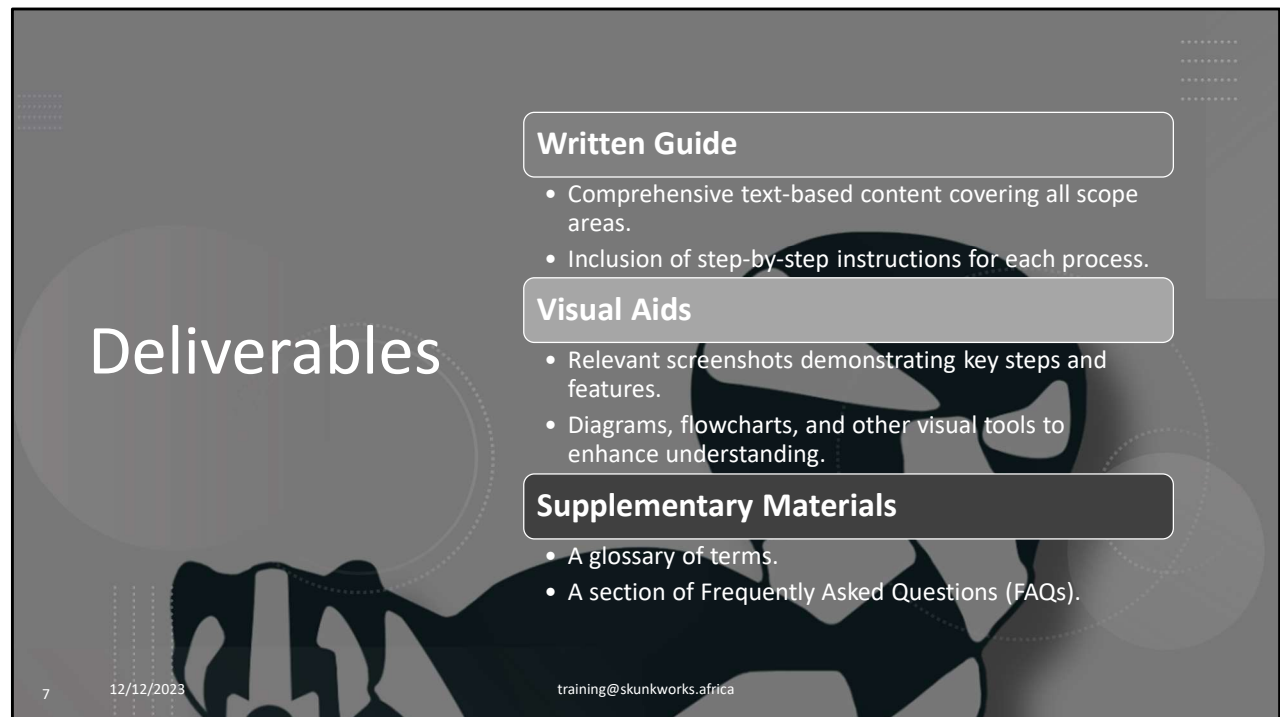
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Information on how to use SharePoint in Teams. Here are some resources that might help you:

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[SharePoint³](#)

- **Microsoft Support:** This guide focuses on the powerful capabilities of Teams, SharePoint, and OneDrive, including document storage, collaboration, sharing, and conversations. [It also explains how each tool works together to provide optimal productivity⁴](#)



Here are some resources that might help you with SharePoint, Teams, Power Apps, OneDrive, and Lists:

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- **Microsoft Learn:** [This article compares Microsoft Lists, Dataverse for Teams, and Dataverse, and provides key considerations that will help you pick the correct data source for your app](#)⁴

Timeline

Draft Completion: 12-Dec-23

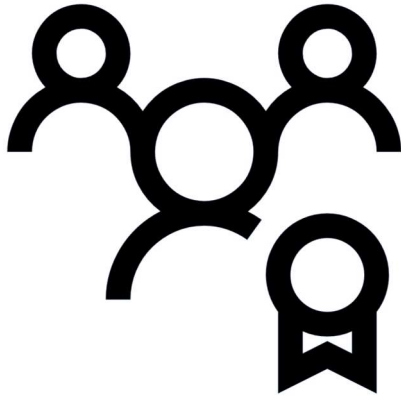
Review and Revisions: 12-Dec-23

Final Guide Delivery: 12-Dec-23

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Review and Approval Process

- Draft review by [Insert Reviewer/Team Name]
- Incorporation of feedback and revisions
- Final approval by [Insert Approver's Name/Title]


Resources and Collaboration

- Access to SharePoint and Teams for capturing screenshots and examples.
- Collaboration with the IT team for technical accuracy.


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