

Microsoft 365 Service Adoption

Governance and Configuration Review

Health check your Microsoft 365 governance and administration framework and take the first step towards good governance of your organisation's important information assets.

What is Information Governance?

Information Governance enables you to maximise the value of your organisation's information, meet important regulatory requirements, reduce risk and reduce cost.

It is a framework of people, principles, processes and tools which defines why, when and how information is managed and retained within your organisation and who has access to it.

Why do we need Information Governance?

It is no secret that trying to manage the information that your entire organisation creates, stores and manages can quickly get out of control. Data sprawl will occur without a proper framework in place and will lead to content duplication, clutter, and other issues that make finding the data you need difficult, whilst putting the organisation at risk of breaching regulations.



Governance Health Check

Microsoft 365 provides a suite of governance and administration controls that each organisation can tailor to their own requirements.

Good governance is an ongoing process, but it starts with a review of your current framework.

Our **Governance and Configuration Review** will provide you with a framework that documents the key controls you have available and how these are configured, so you are able to identify any necessary changes or improvements.

The framework includes example guidance for the use of these controls and provides you with a reference guide for considering the administration controls and governance posture for your organisation. As a benchmark of your current configuration, the framework can be used to design an ongoing governance process to help you manage change, for example, for approval of new SharePoint sites or Teams, or for changes to existing sites or the roll out of new Microsoft 365 services or functionality.

As an additional service, we can work with you to design a **governance process** for approving and managing change that is robust and proportionate to the needs of your organisation.

Microsoft 365 Governance and Configuration Review

Our **Governance and Configuration Review** is the important first step towards ensuring good information governance. During the review, we focus on:

1

Primary administration settings

Including a review of your Microsoft 365 **user apps** and whether these are enabled or accessible to users or groups of users. We also review **administration roles** and the individuals and groups that have been allocated specific roles.

2

Global settings for sharing and guest access

We review your **sharing** and **guest access** settings and provide guidance on how to configure appropriate security settings to control or deny the sharing of sensitive data.

3

Other global settings

Including a review of settings for controlling the use of **calendars**, **Microsoft Forms** and **SharePoint** site creation. We also review **security and privacy** settings, including password and privacy policies, and review your setup of the Microsoft 365 **service health** and message centre and the configuration of your **organisation profile**.

4

Microsoft Teams global settings

Including a review of global settings for **Teams meetings**, **email** integration, your **messaging** policy, and the use of Teams **templates**.

5

Individual SharePoint site settings

Including reports on settings across all your **SharePoint sites** and recommendations on individual site configuration.

6

Adoption reports

We provide reports to help you understand **use and adoption** of the various Microsoft 365 services across your organisation and where possible to highlight potential misuse.

Example reports include email usage trends vs Teams chat and conversations, users with excessive OneDrive content, and SharePoint adoption vs the use of OneDrive.

In most cases we can deliver your Governance and Configuration Review for a simple fixed charge. For large or complex environments, we can flex delivery around individual client requirements.

Contact us now to find out more about the Governance and Configuration Review