



Office 365

A practical guide to internal & external sharing

Governance Tools for Office 365

Kiefer works with AvePoint to offer tools that simplify site provisioning, workspace management and site lifecycle.

Provisioning

Define how things are created, and who can create them. When they're created, figure out which branding, features, or configurations are required for the intended purpose.

Management

Specify where content or workspaces are hosted and stored, and how they're accessed. Establish ongoing recertification to "check in" with the owner to validate metadata or access controls.

Lifecycle

Get rid of unused or stale content when it's no longer useful or preserve it for compliance. For temporary workspaces—like project sites—set leases or expiration up front.

A Records Center site

serves as an archive, and documents are copied to the archive when they became records. Whether a document was a record or not was determined by whether it lived in the records archive or elsewhere.

- Read-only content
- Apply retention schedules

Extranet

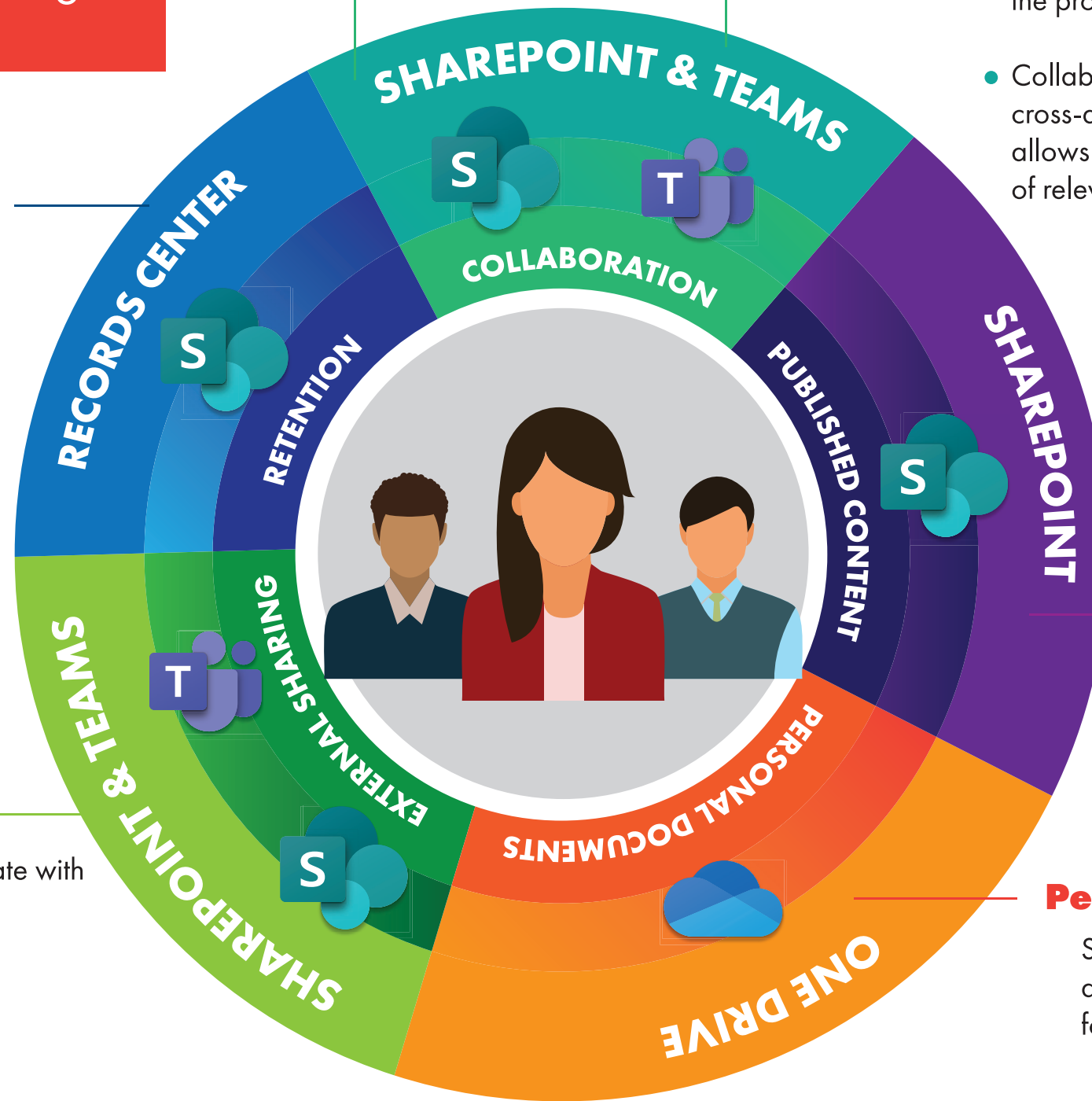
- A secure site to collaborate with EXTERNAL contributors
- Site can be audited and controlled

Team Sites

Site for a specific subset of users to collaborate and share content relevant to the team of contributors

Project / Collaboration Sites

- Project Site: Site for cross-departmental collaboration that exists only as long as the project
- Collaboration Site: Site for cross-departmental collaboration that allows for a more permanent collection of relevant enterprise content



Intranet

- Trusted enterprise content
- News & events
- Policies, procedures & forms
- Directories

Personal Documents

Save and share personal documents that aren't intended for enterprise consumption