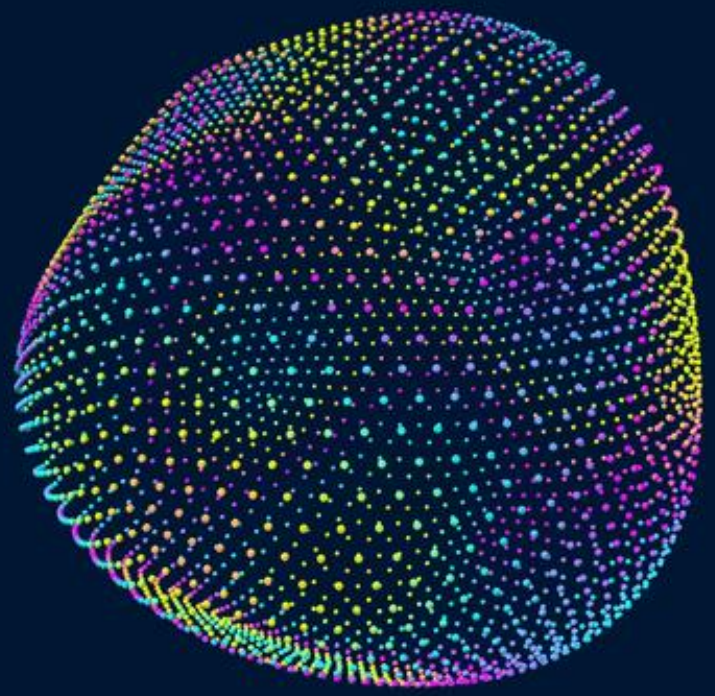
2020

#Commsverse



Commsverse

Teams, Microsoft 365 Groups and Modern Sites Provisioning and Governance

Session #337

Peter Carson

audiocodes ribbon ENOW Microsoft

Bringing the Community & Industry together – Thank you to Everyone!

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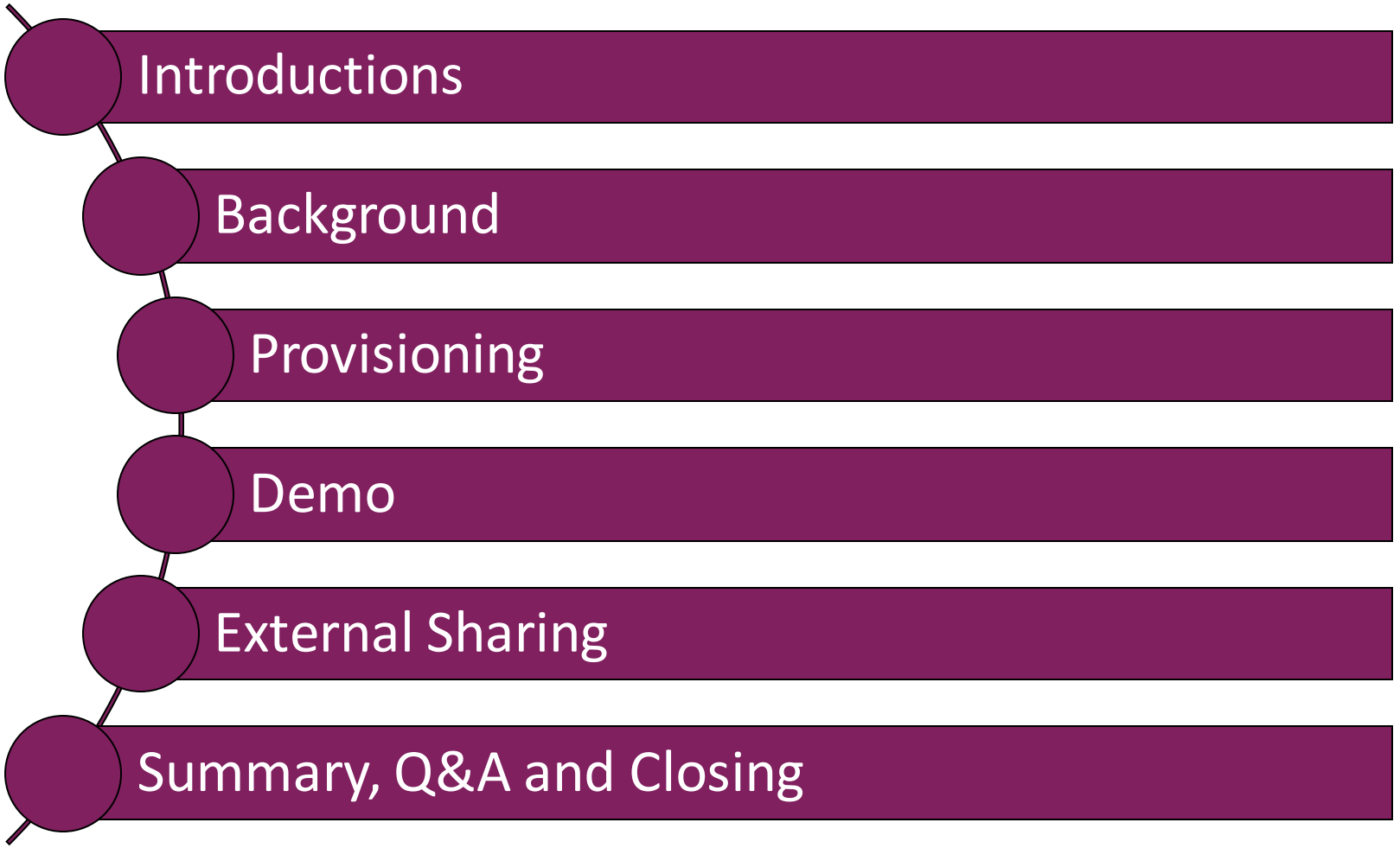
Agenda


Introductions
Background
Provisioning
Demo
External Sharing
Summary, Q&A and Closing

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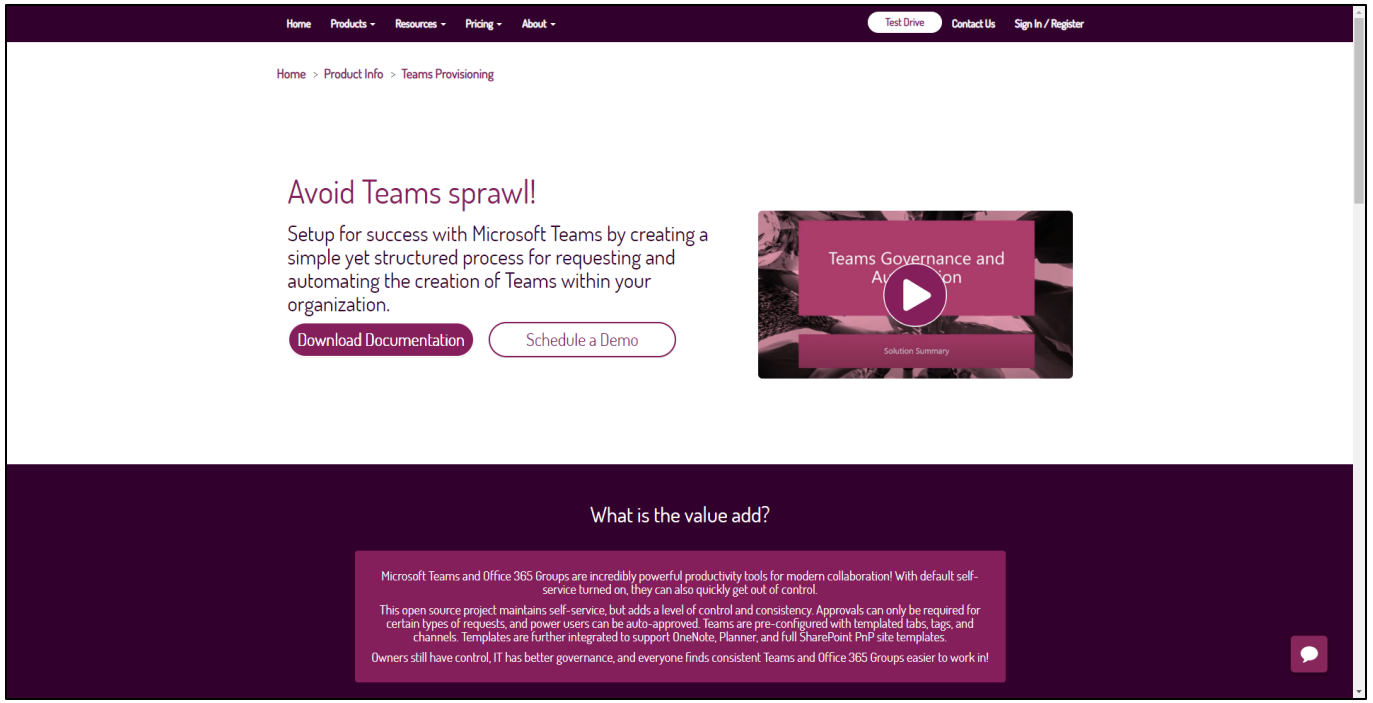
- Twitter @carsonpeter
- President Toronto SharePoint User Group

Additional Resources



http://eum.co/product-info/teams-provisioning

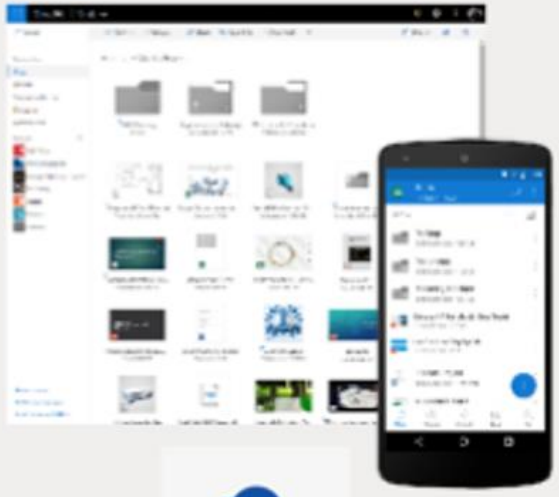
http://eum.co/resources/teams-provisioning

Three Places to Work

Chat | **Microsoft Teams** | Channel Conversations

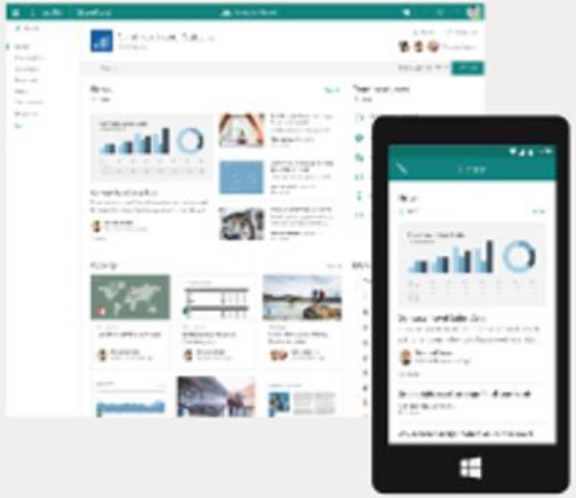
SharePoint

OneDrive for Business



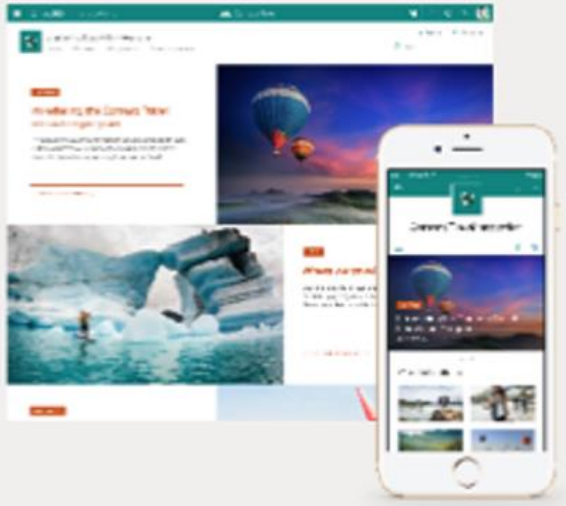
Private by default

Team sites



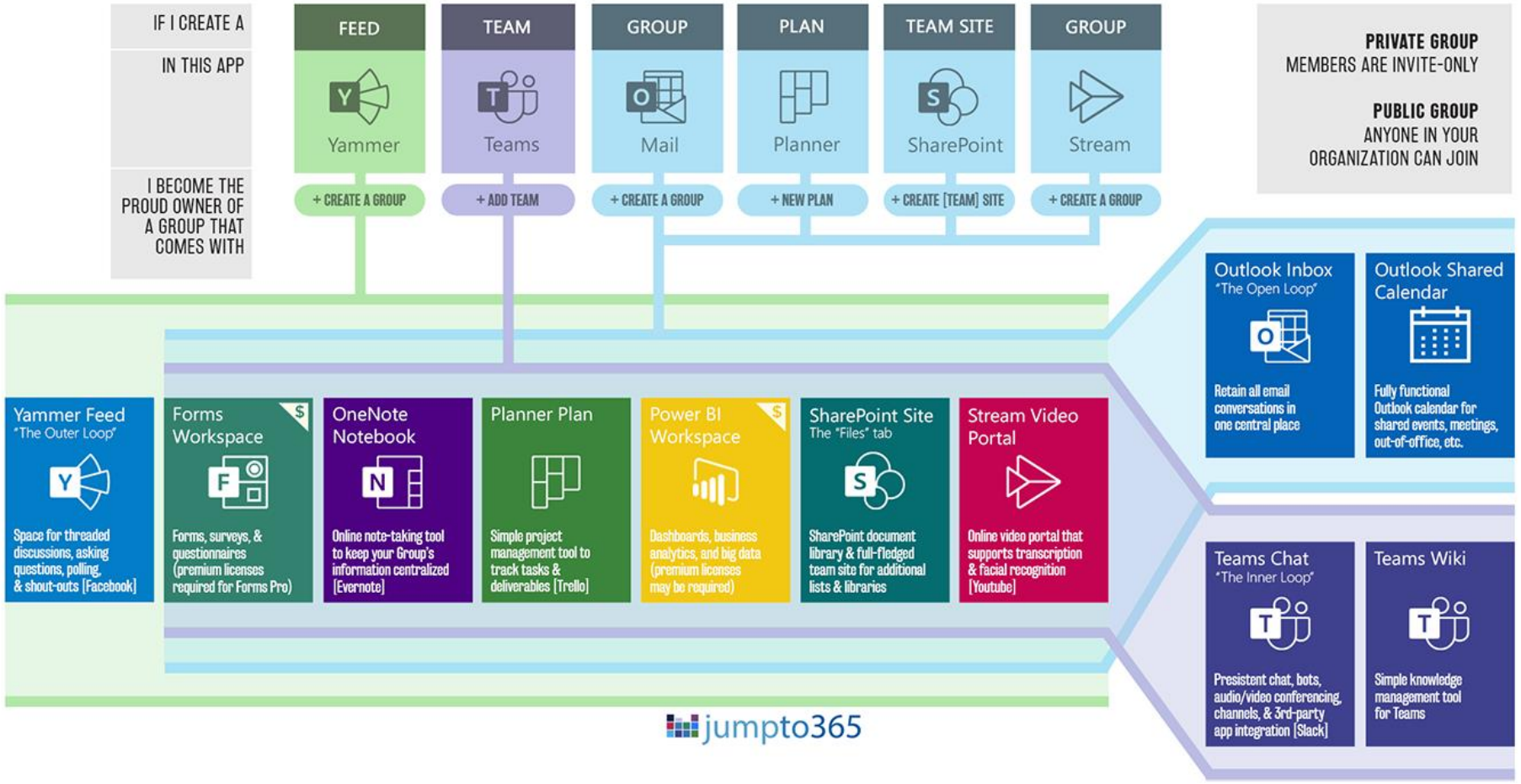
Share content with your group

Communication sites



Inform and engage a broader audience

Microsoft 365 Groups



Matt Wade - https://www.jumpto365.com/infographics/everyday-guide-to-office-365-groups

Project Sites

Project Management Wish List

- **Microsoft Teams for project member communication**
- **Templated SharePoint Team Site**
  - Full SharePoint document libraries
  - Custom lists - Tasks, Issues, Risks, Decisions
  - Sharing with External Users
- **OneNote for ad-hoc note taking**
- **Planner for simple task management**
- **Stream for conference call recordings**
- **Exchange email and calendar support for external communication**
- **External systems**
  - Financial, time tracking, bug tracking

Notebook/OneNote

- **Tool for unstructured, free-form note taking**
- **Create Sections and Pages**
- **Add text, images, audio, video, hyperlinks, etc…**
  - Embeded Video cannot be added in OneNote Online, but once embedded can be played in OneNote Online
- **Can be opened in OneNote application and synchronized**
- **Multiple people can edit the same notebook simultaneously**

https://products.office.com/en-us/onenote/digital-note-taking-app

Planner

- **Simple task management tool**
- **Plan is created with each Microsoft 365 Group**
  - Conversely, an Microsoft 365 Group will be created for each Plan
  - If either is deleted, both are deleted
  - Additional Plans can be created for a Group
- **Plans consist of Buckets and Tasks**
- **Tasks may be assigned, contain checklists, due dates, attachments, description and comments**

https://products.office.com/en-us/business/task-management-software

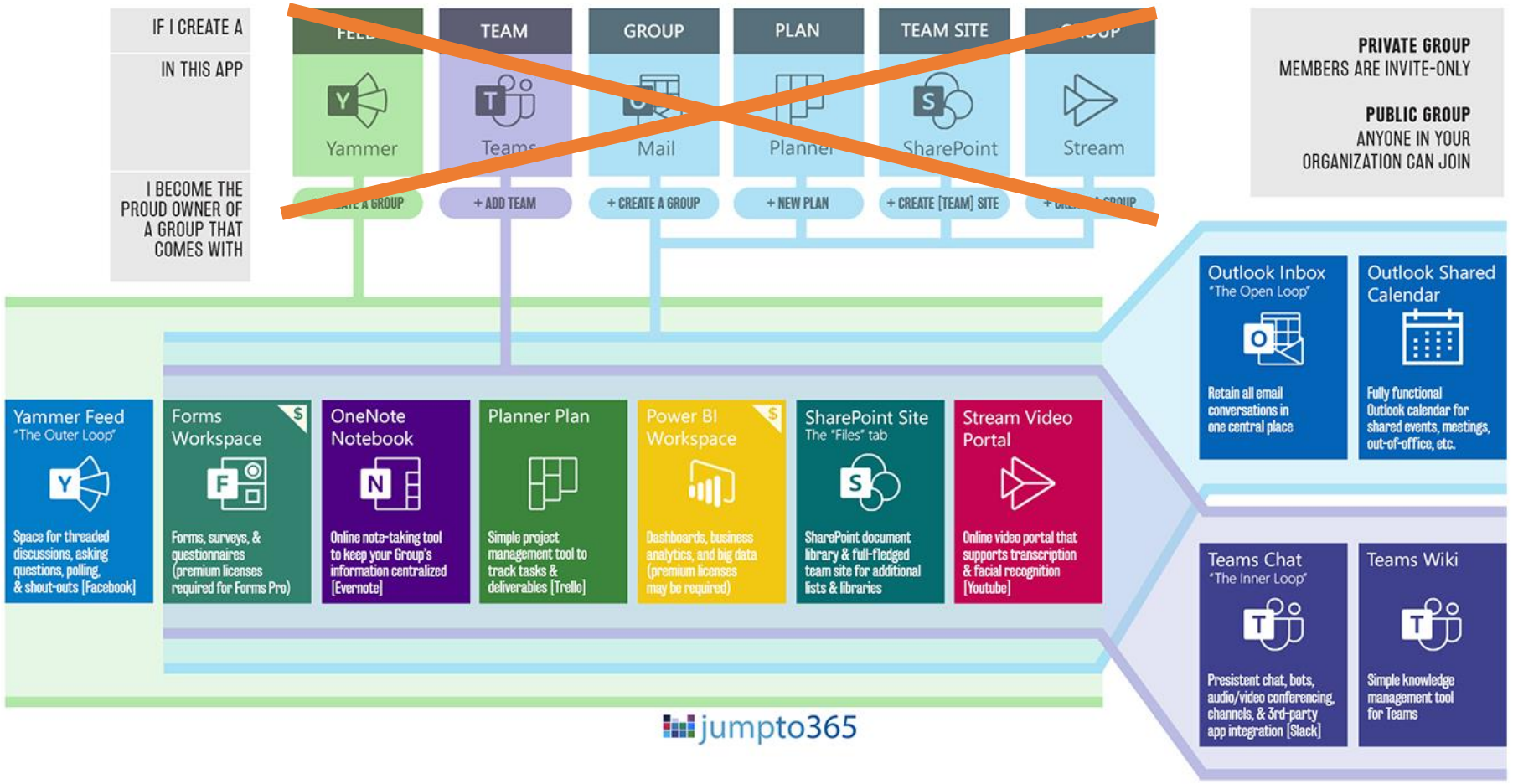
Stream

- Live and on-demand events in Microsoft 365
- Teams puts recordings into Stream automatically
- Groups and Channels
- Speech to text, auto-generated closed captions, and face detection features

https://products.office.com/en-ca/microsoft-stream

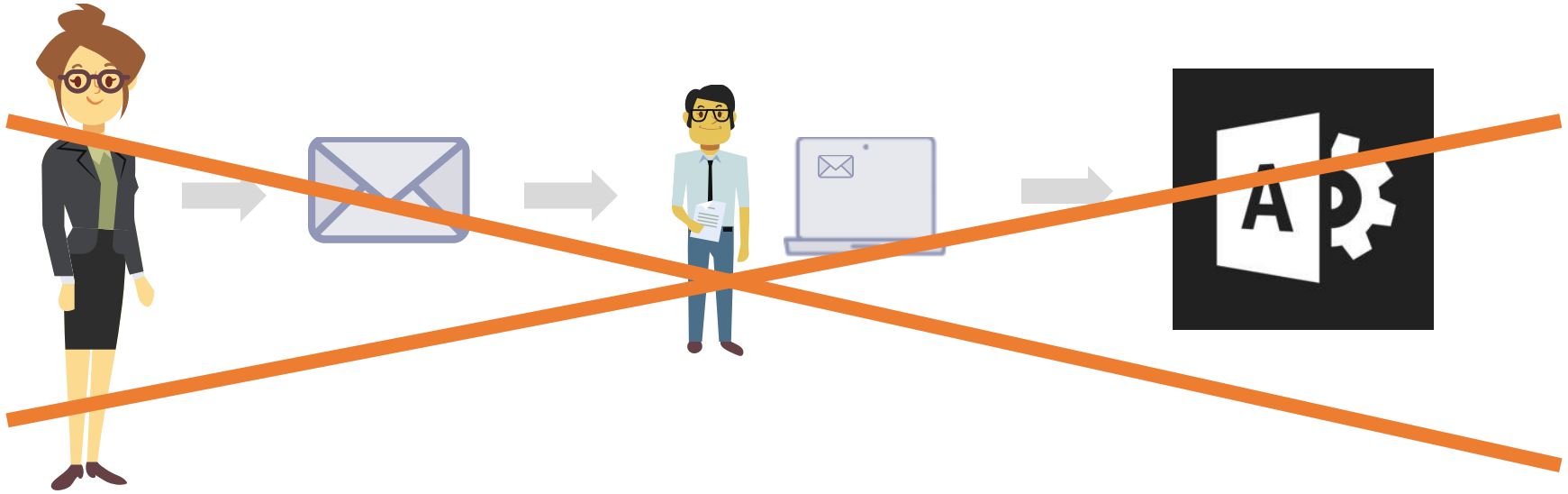
Provisioning Teams Microsoft 365 Groups and SharePoint Sites

Microsoft 365 Groups

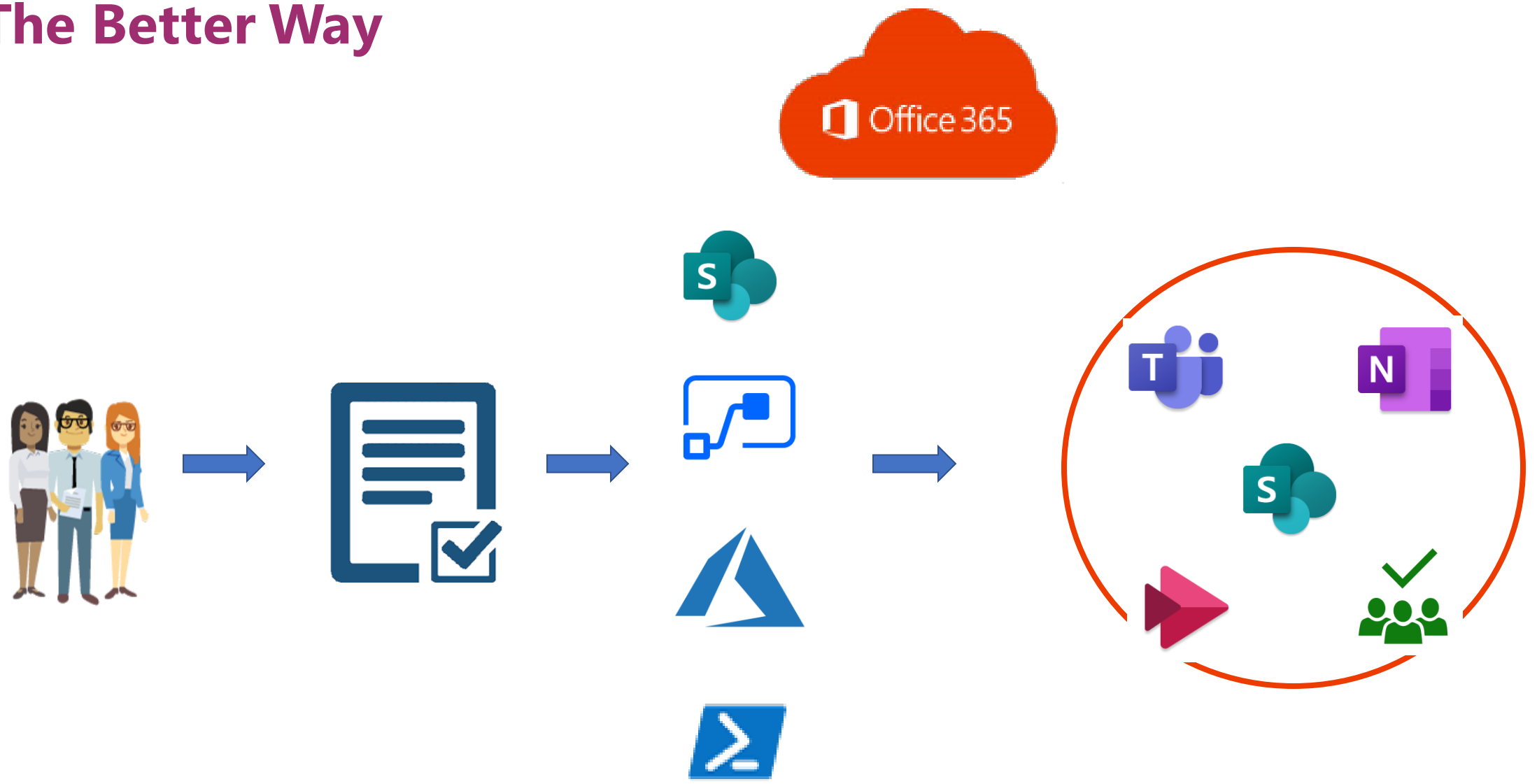


Matt Wade - https://www.jumpto365.com/infographics/everyday-guide-to-office-365-groups

Manual IT Provisioning

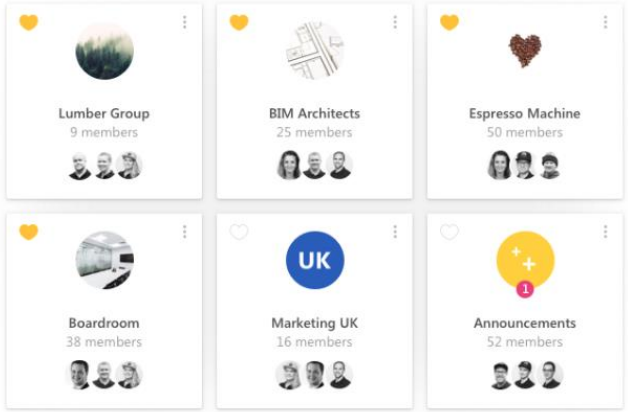


The Better Way



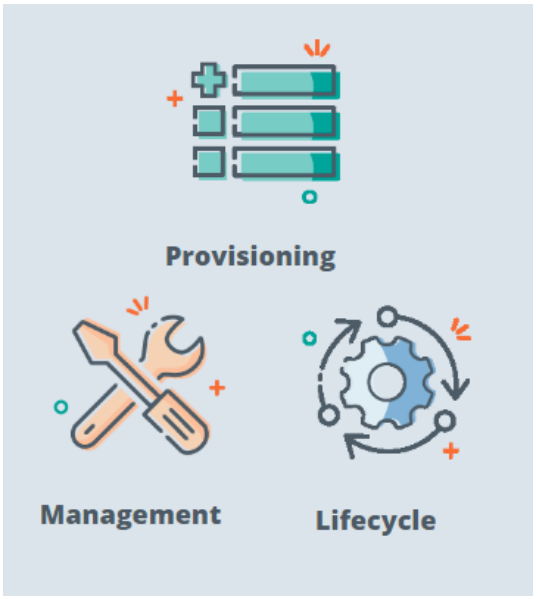
Third Party Alternatives

Valo Teamwork



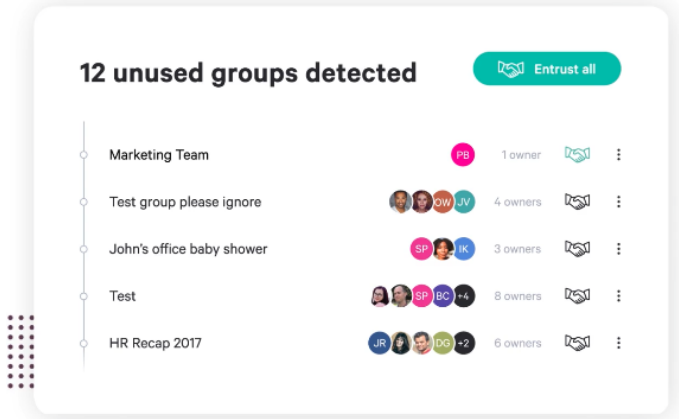
https://www.valointranet.com/teamwork/

AvePoint CLOUD GOVERNANCE



https://www.avepoint.com/products/cloud/office-365-governance/

SG:Apricot

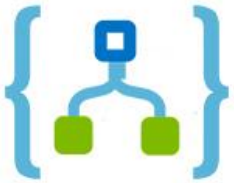


https://sharegate.com/products/sharegate-apricot

Solution Requirements

- Self service form for end users
- Approvals if required
- Easily extensible and customizable for each organization's requirements
- Leverage out of the box and customized site templates
- Support for Modern sites, Microsoft 365 Groups, and Microsoft Teams
- No Visual Studio or compiled code needed. PowerShell and configuration that IT Pros can get their heads around

Supporting Technologies



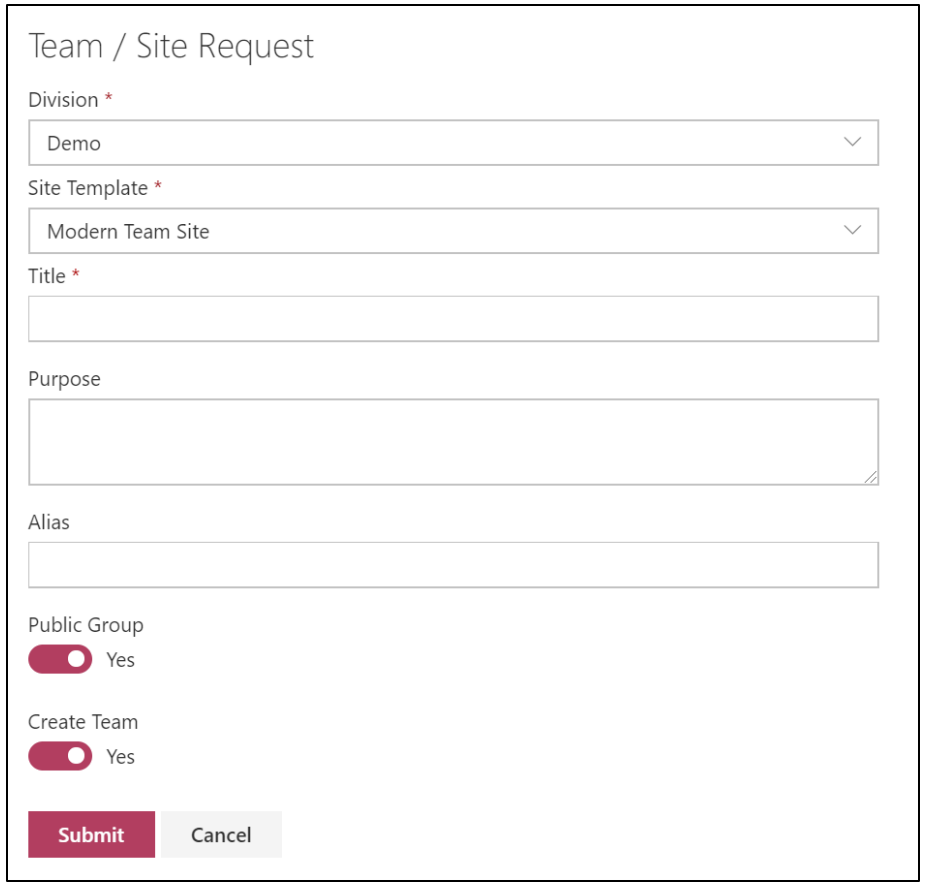
Envision IT Teams Governance

- **Create a Microsoft Team, Microsoft 365 Group, and Modern Team Site for each client**
  - Includes a OneNote notebook, Stream Group, and Planner Plan
- **As new projects are started**
  - Create a channel in the Team
  - This creates a folder in SharePoint
  - Create a new Section in OneNote
  - Create a new Channel in Stream
  - Create a new Plan in Planner
  - Setup the Tabs in Teams to connect everything

When Creating a Team You Get

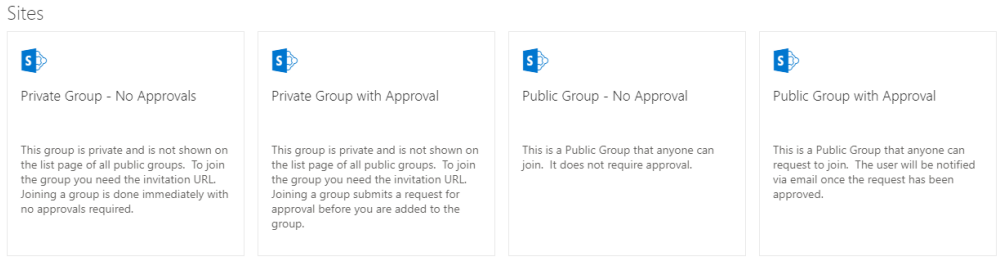
- Microsoft 365 Group
- SharePoint Modern Team Site
- OneNote notebook
- Planner Plan
- Stream Group
- Tabs setup in Teams

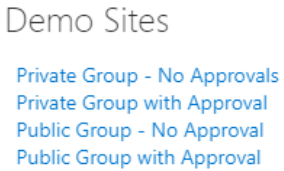
Requesting a Team, Microsoft 365 Group, or SharePoint Site



- **SPFx web part to make the self-service request**
- **Can be used from Teams or SharePoint**
- **Supports different Templates grouped under different Divisions**
- **Options for creating Teams, Groups, Sites, OneNotes, and Plans**
  - PnP template for SharePoint Site
  - Planner template for Buckets and Tasks
  - Templating of Tabs in Teams for above
- **Form fields are dynamically generated based on template content types**
  - Easy to add or change fields on the form – no programming required

Sites List Web Part





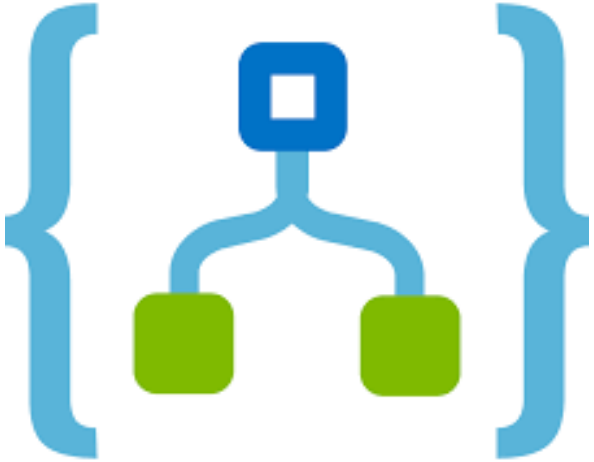
- **Displays Sites from the Sites list**
- **Filters down to sites under a Parent URL**
- **Different views**
  - Tile
  - List
  - A – Z List

Teams Provisioning Demo

Solution Overview

- SharePoint list is used to track existing sites and new site requests
- SPFx webpart form used to enter requests
- Microsoft Flow is triggered when new requests are added
- Approval workflow can be part of this
- Azure Automation is used to run the PowerShell scripts and create the SharePoint site, Microsoft Team, EUM Group, and wire everything together

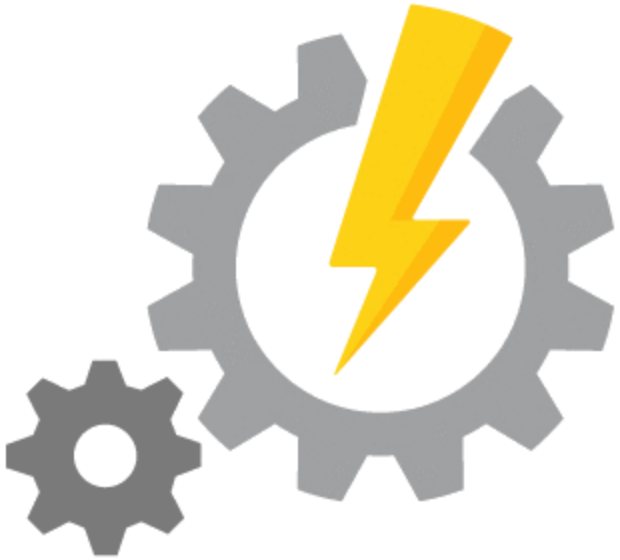
Azure Logic Apps



- **Platform underneath Power Automate**
- **Same designer**
- **Slightly different set of actions**
  - No pre-built approval
- **Visual Studio integration**

https://azure.microsoft.com/en-ca/services/logic-apps/

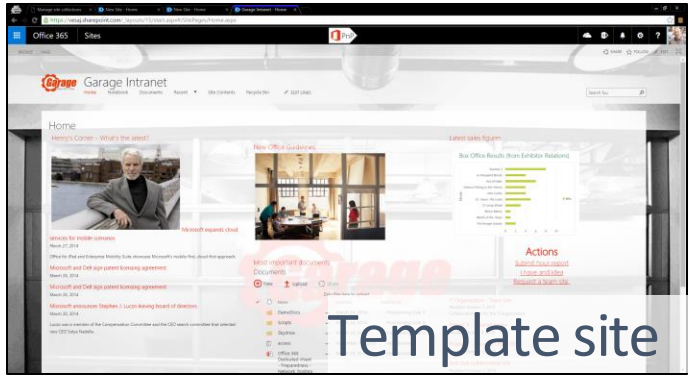
Azure Automation



- **Run PowerShell scripts in the cloud**
- **No management of the VM needed, Azure takes care of that**
- **Very cost effective**
  - 500 minutes of runtime included free per month
  - $.002/minute USD after that

https://azure.microsoft.com/en-ca/services/automation

PnP Provisioning Engine – Export/Import



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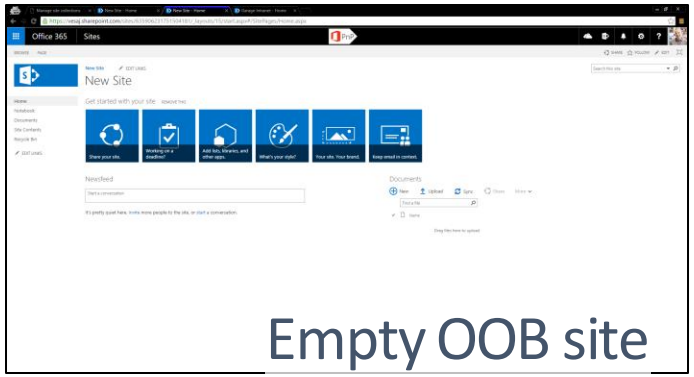

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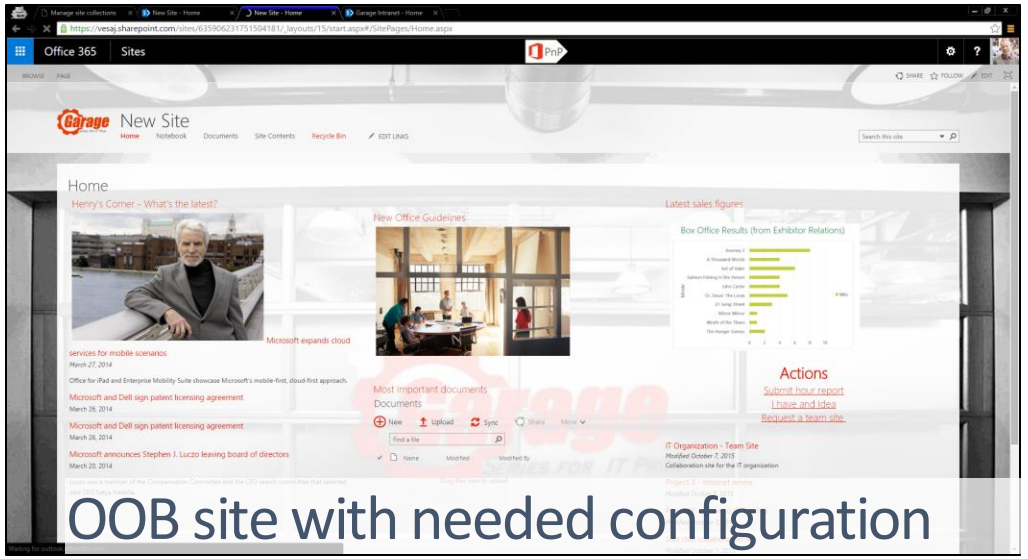
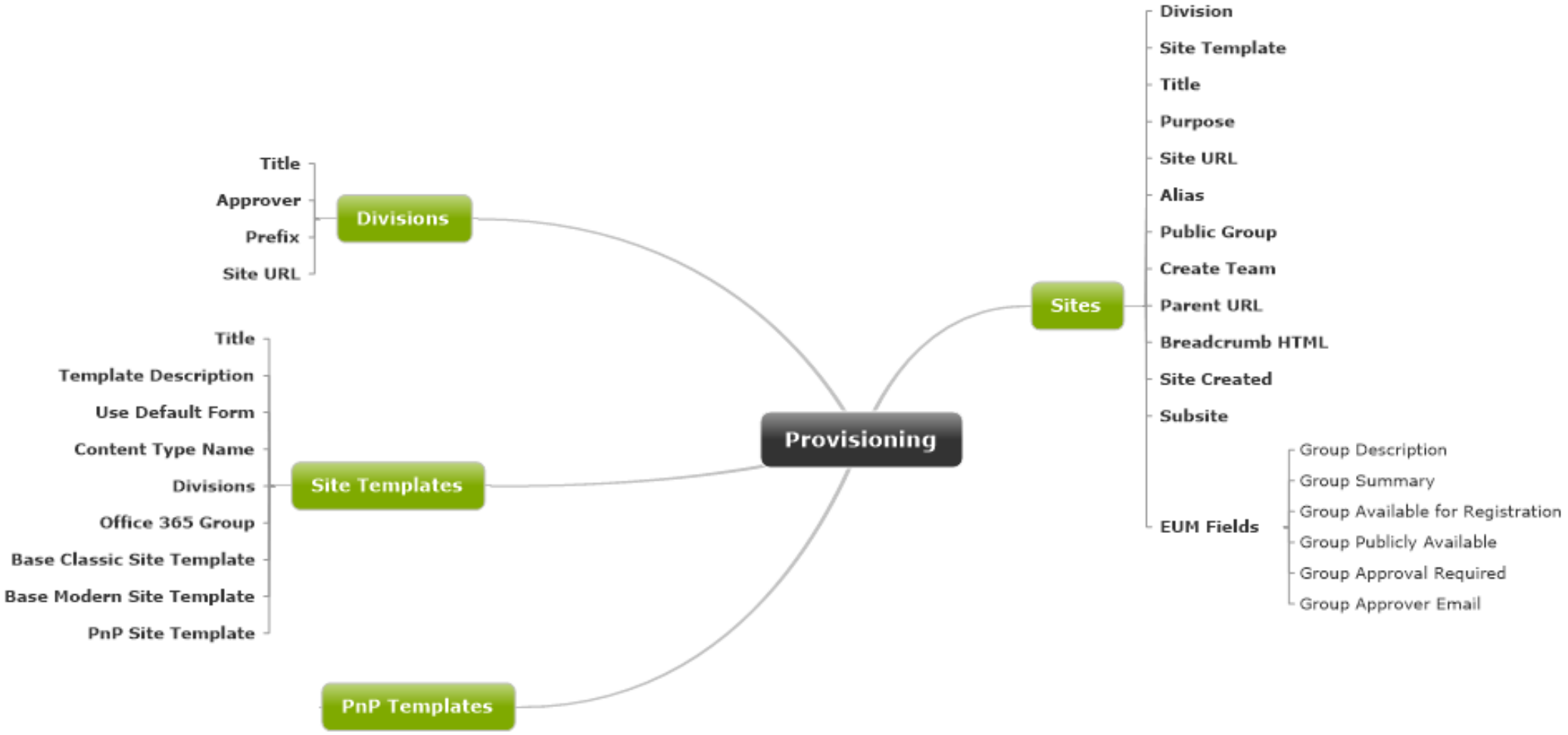


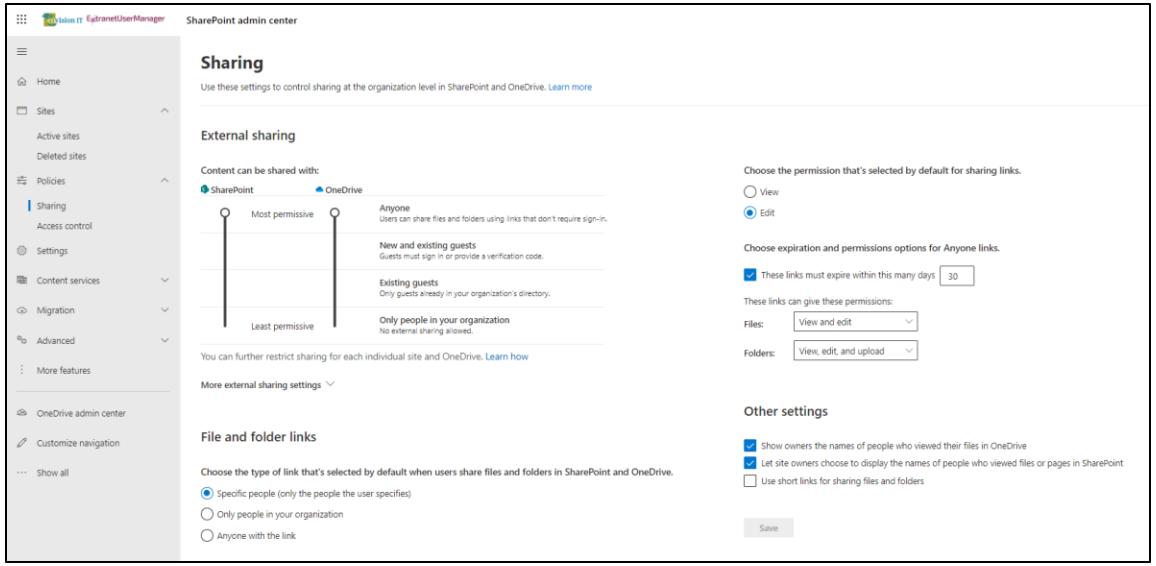
Information Architecture



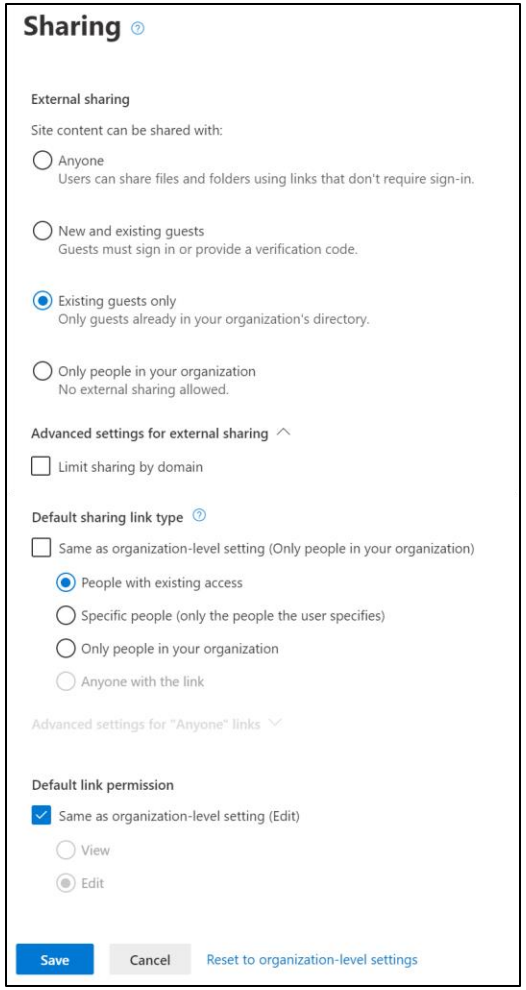
External Sharing

Sharing Options

- Unstructured sharing of individual documents or folders through Microsoft 365
- Sharing of the entire SharePoint site through Azure AD B2B
- Making external users members of the Microsoft Team or Microsoft 365 Group
- Structured sharing through Extranet User Manager



Tenant needs to be most permissive for any site

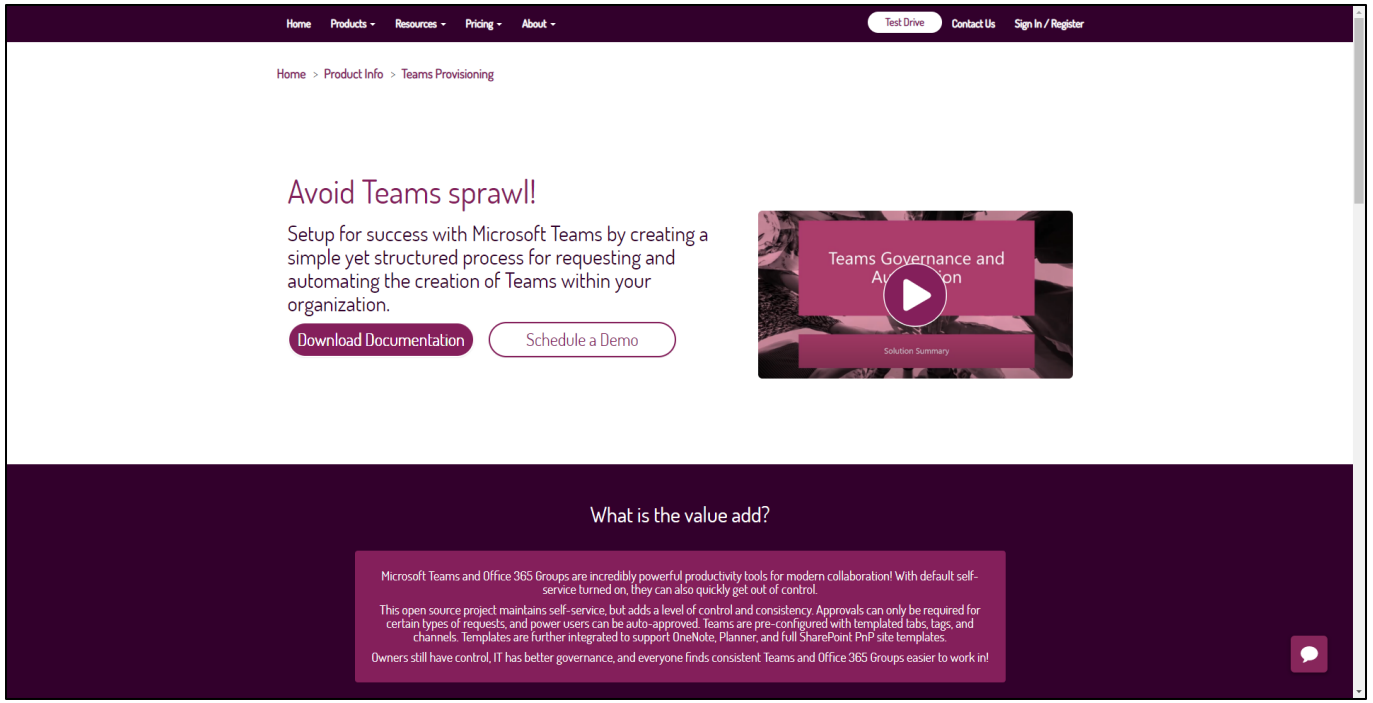


Lock individual sites down

Envision IT Client Sharing

- **We share at the site level using Extranet User Manager (EUM)**
- **Setup a client group in EUM**
- **Set permissions in client site**
  - Everything shared read-only except Private Documents
  - Client Documents folder has edit rights
- **Add the Group Member web part to the site**
- **Invite client contacts to the group**

Additional Resources



http://eum.co/product-info/teams-provisioning

http://eum.co/resources/teams-provisioning

https://github.com/petercarson/eum-sites/tree/V4

Wrap-Up Points

- **Microsoft Teams and Microsoft 365 Groups are a great way to manage projects**
  - Teams, SharePoint, email, calendar, OneNote, Planner
- **You don't need to start with everything, choose what makes sense for your organization**
- **Be prepared for change, Microsoft 365 is changing quickly**
- **Decide which conversation formats make sense for your teams**
  - Outlook, Yammer, Teams (persistent chat)
- **Put your governance in place**
- **What is your external user policy?**
- **Figure out your Information Architecture and site templates**
- **Build a provisioning process**

All Presentations

Leveraging Virtual Reality to Reduce and Eliminate Pain

373 Tuesday July 7, midnight BST / 7pm EDT

Teams and Microsoft 365 External Users Unstructured and Structured

160 Monday July 6, 11pm BST / 6pm EDT

318 Wednesday July 8, 12pm BST / 7am EDT

Teams, Microsoft 365 Groups and Modern Sites Provisioning and Governance

245 Tuesday July 7, 8pm BST / 3pm EDT

337 Wednesday July 8, 4pm BST / 11am EDT

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