

HOW TO AUTOMATE LIFE CYCLE MANAGEMENT OF TEAMS AND ENSURE COMPLIANCE AND SECURITY

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♡ DIAMOND AND PLATINUM SPONSORS ♡



Agenda



- 5 Minute intro to Teams Management
- Issues & Challenges to Organizations
 - Management of Teams
 - Owners, Users, Active?
 - Deletion or Archive
- BCC Solution Approach
 - Teams lifecycle model
 - Provide standards
 - Self service request



INTRO TO TEAMS MANAGEMENT

5 Minute intro to Teams Management



- Manage from Teams Admin Centre
 - Each Team is backed by an Office365 Group
 - A Team has various parts
 - Channels
 - Owners, Members and Guests
 - Privacy
 - Status
 - Group ID – mapped to the 0365 group
 - Description etc..

5 Minute intro to Teams Management



The screenshot displays the Microsoft Teams admin center interface. The top navigation bar includes 'Office 365' and 'Microsoft Teams admin center'. The left sidebar contains various management options such as Dashboard, Teams, Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Voice, Analytics & reports, Org-wide settings, Legacy portal, and Call quality dashboard.

The main content area is titled 'Teams' and provides an overview of existing teams. Below the title, there are action buttons for '+ New team', 'Edit', 'Archive', and 'Delete', along with a search bar and a notification that there are 23 teams. A table lists the following teams:

Team name	Channels	Team members	Owners	Guests	Privacy	Status	Description
SAP Projects	6	3	1	0	Private	Active	SAP Projects
BCC Onboarding	4	9	3	0	Private	Active	This Team contains all inf
BCC International	10	6					
European Collaboratic	1	5					
BackOffice Team	1	5					
DPK Messe 2018 / Mi	1	6					

The 'European Collaboratic' team is selected, leading to a detailed view of the 'European Collaboration Summit 2019' team. This view shows the team's privacy settings (Public) and email address (EuropeanCollaborationSummit2019@bcchub.com). Below this, the 'Team members' tab is active, displaying a list of four team members:

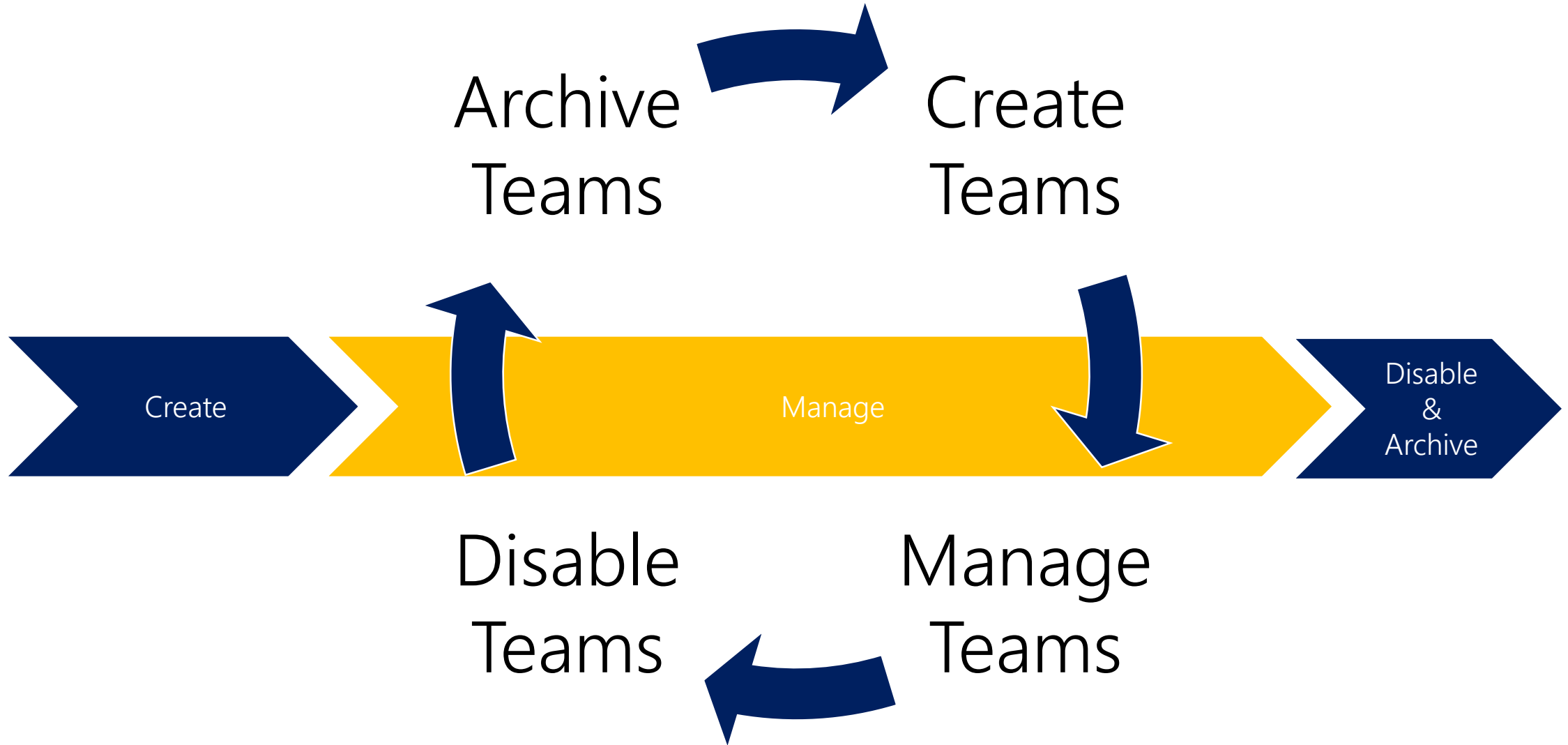
Display name	Username	Title	Location	Role
Olaf Boerner	olaf.boerner@bcchub.com	-	-	Owner
Anna Biegacz	anna.biegacz@bcchub.com	-	-	Member
Sharon James	sharon.james@bcchub.com	-	-	Member
Stephanie Heit	stephanie.heit@bcchub.com	-	-	Member

Microsoft Management Roles



- By default every user in Exchange Online can create a team
 - permissions to create Office 365 groups and
 - therefore a team within Microsoft Teams
- Other “Management” Roles:
- Teams Service Administrator: Manage the Microsoft Teams service, and manage and create Office 365 Groups
- Teams Communications Administrator

Teams Life Cycle



Teams Life Cycle – Manage Teams



- Create
 - Provide corporate standard Teams (Channels, Wiki etc)
- Manage during life time
 - add / replace members
 - add channels
 - add Apps
- End of Life
 - Automatic end of life > Check owner / ask owner if Teams is still required
 - Inform members
 - Delete Office Groups etc.
 - Archive Teams Information

Teams Life Cycle



- Deployment of Teams
 - Who should be able to create a new Teams instance? (Private / Public / org-wide)
 - How can we integrate Teams Management in our standard User Helpdesk procedure
 - How can we provide standard Teams for different purposes?
 - Which Team for which purpose?
 - Teams template a first step
 - Who can invite external members to Teams





ISSUES & CHALLENGES



Compliance and Security



Come on. We are talking about exiting
new way to collaborate

Compliance and Security provided by Microsoft



Integration in O365 – e-discovery

COMPLEX !!!

Legal Hold of deleted data

Planned: Data loss prevention (DLP) and Rights Management

Compliance and Security



How to audit Teams not only content ?

How to ensure privacy of Teams - **Discoverable** or not !

Who has created it ? Who has approved it ?

Who has added which members ?

How to ensure Teams ownership and end of life ?

Teams owner are leaving the company or changing department



HOW CAN BCC HELP?
#TEAMSMANAGEMENT



Integrate Teams management into your “corporate IT Procedures”

- User Help Desk or Self Service Portals
- Ensure “housekeeping” procedures for archiving & deleting

No administrative access to Office 365 AdminPortal should be required for managing Teams life cycle



Provide corporate standard Teams beyond Teams template

- Create template based on business cases
- org-wide, public or private teams
- Discoverable or not ?
- Which channels by default ?
- Send customized messages to users (adding, removing etc.)

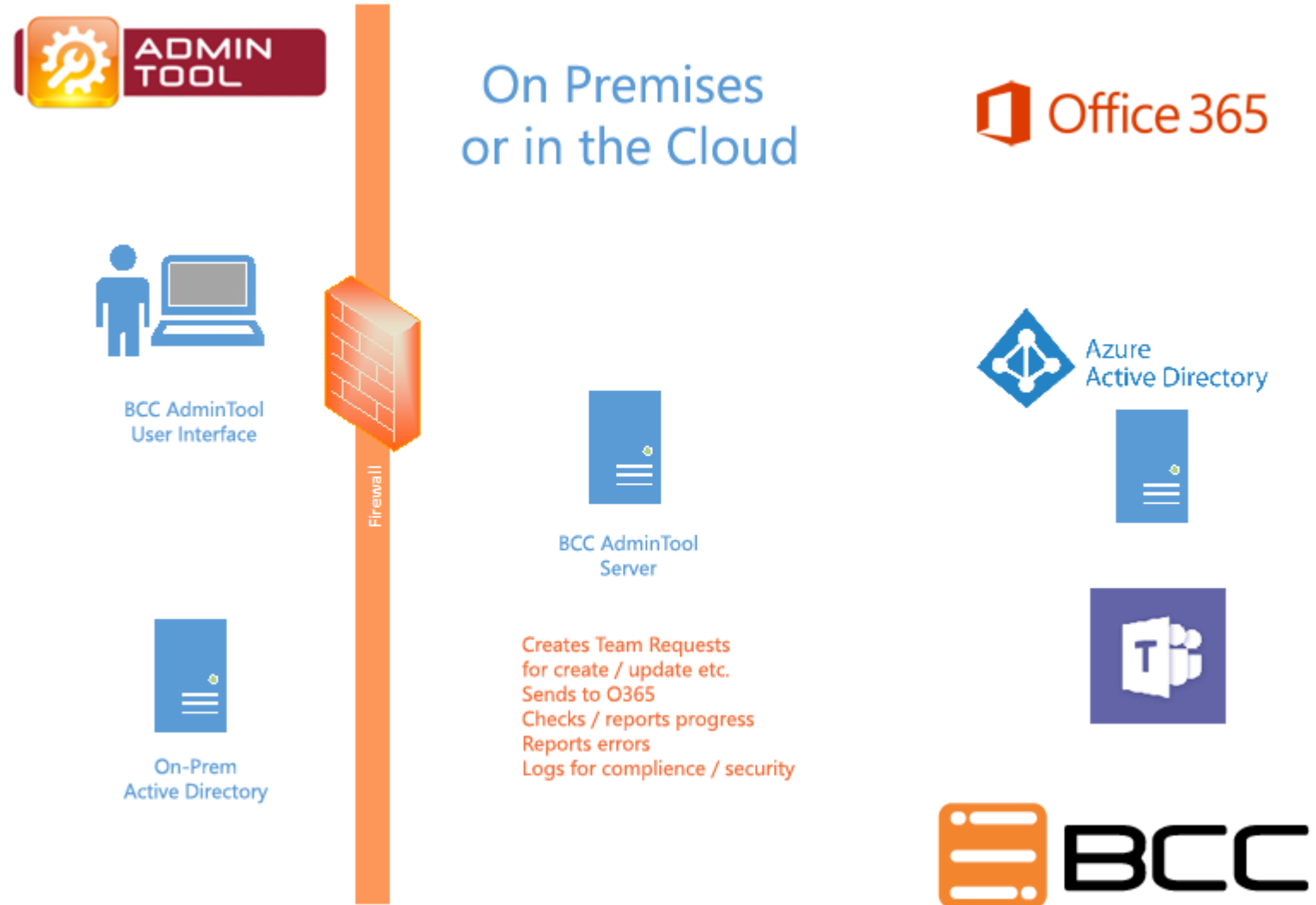
Make it easy !

BCC Teams Management - Architecture



- Web Portal
- Import Interface to HR / IDM Systems
- Automatic Backend Processing
 - "Follow Up Activities"
- Multi Tenant Management

BCC AdminTool for Teams Architecture



BCC Service Portal – Sample



ADMIN SUITE
BC

* New request
Modify Field
Set status
Delete

Save
Save and release
Cancel

T.1.1 Office 365 Team Create

T.1.2 Office 365 Team Clone

T.2.1 Office 365 Team Update

T.3.1 Office 365 Team Delete

	Name	Status	Plaus
<input type="checkbox"/>	201904300906	processed	
<input type="checkbox"/>	201905031733	processed	
<input type="checkbox"/>	20190527	processed	
<input type="checkbox"/>	2019041211092g	processed	
<input type="checkbox"/>	2019041211092h	processed	
<input type="checkbox"/>	2019041211092m	processed	
<input type="checkbox"/>	201904151116	processed	
<input type="checkbox"/>	201904151120	processed	
<input type="checkbox"/>	201904161253 renamed	processed	
<input type="checkbox"/>	201904161529	processed	
<input type="checkbox"/>	201904161548	processed	
<input type="checkbox"/>	201904161552	processed	
<input type="checkbox"/>	201904170938	processed	
<input type="checkbox"/>	201904171007	processed	
<input type="checkbox"/>	201904171027	processed	
<input type="checkbox"/>	201904171032	processed	
<input type="checkbox"/>	201904121530	processed	
<input type="checkbox"/>	2019041211092a	processed	
<input type="checkbox"/>	2019041211092b	processed	
<input type="checkbox"/>	2019041211092c	processed	
<input type="checkbox"/>	2019041211092d	processed	
<input type="checkbox"/>	2019041211092e	processed	
<input type="checkbox"/>	2019041211092e	processed	
<input type="checkbox"/>	2019041211092e	processed	
<input type="checkbox"/>	2019041211092f	processed	

General

Name:

Description:

O365 Template: standard

Visibility:

Private

Public

Owners: ✎

Members: ✎

Member settings:

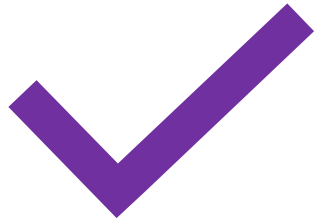
- Allow Create/Update Channels
- Allow Delete Channels
- Allow Remove/Apps
- Allow Create/Update/Remove tabs
- Allow Create/Update/Remove connectors

Fun settings:

- Allow Giphy
- Giphy Content Rating strict
- Allow Stickers and Memes
- Allow Custom Memes

Messaging settings:

- Allow User Edit Messages
- Allow User Delete Messages
- Allow Owner Delete Messages
- Allow Team Mentions



Adapt to your corporate design using CSS style sheets

simple integration

No development skills



Flexible form designer

Add your own fields and

Provide individual context help

Create / assign fields as mandatory



TEAMS MANAGEMENT DEMO



thank you



questions?



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1. INSTALL THE
COLLABSUMMIT APP



2. RATE THE SESSIONS
THAT YOU HAVE
ATTENDED

3. WIN ONE OF THE 4
C64-MINIS



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