

EXECUTIVE REPORT

Item: Office365 Teams

Background:

Teams is a chat-based workspace in Office 365 that brings together people, conversations and content naturally integrated with Office applications. It is envisioned that Teams will become a popular resource as everyone is onboarded with O365. This is especially true for groups that currently use Portal (Blackboard) Organizations.

Challenge:

There are two key challenges:

- (1) Set up administrative control management for Teams
- (2) Migrate appropriate Portal Orgs over to Teams

Plan:

Maintain the existing Portal Orgs administrative control process - only specific central people (some combination of PG, ACT, EIS staff) will have the authority to set up Teams for the foreseeable future, upon request, using only a specific request tracking process.

Once a Team entity is set up, a Team owner will be empowered to manage the Team itself, including enrolments and de-enrolments, and will also be responsible for content control.

The same group handling administrative controls will also develop training and documentation, and make it available community wide, as well as working with the PMO Communications group on frequent and targeted messaging.

Rationale:

- Ensures consistent naming convention
- Prevents abuse of the tool (even accidental, such as multiple instances for the same group or task)
- Keeps track of usage for future planning purposes

In the future, we will look at distribute Teams creation authority, with the expectation that designated divisional contacts will be required to adhere to specific technical procedures and naming conventions, in exchange for administrative access privileges.

Portal (Blackboard) Org Specific Notes:

The control group will continue to work with each division to identify and finalize the list of Portal Orgs that are appropriate for migration to Teams.

The control group is looking at batch creation and content migration options, however, these are not necessary to activate plan.

Status:

- awaiting release of the naming convention controls and the persistence tool
- reviewing Portal Orgs

Timeline:

- Complete documentation (February 2018)
- Training for control group members (February 2018)
- Complete review of Portal Orgs (February 2018)
- Batch creation and content migration processes (if/when available)
- Complete migration of all relevant Portal Orgs (May 2018)
- Training for distributed control administrator (if/when after May 2018)