

SharePoint

Our journey to the cloud



Introductions



Norm Young

About me:

- Data Architect focusing on Power BI and SharePoint

Find me on social media and the web:

- [Linkedin.com/in/norm-young](https://www.linkedin.com/in/norm-young)
- [Twitter.com/stormin_30](https://twitter.com/stormin_30)
- Normyoung.ca

About Brock University

- Location: St. Catharines, Ontario, Canada
- Opened: 1964
- Total graduates: 100,000+
- Student population: 19,000+
- Faculties: Seven
- Faculty members: 600
- Staff members: 1,000
- Learn more at Brocku.ca



Agenda

1 Communication sites

- "SharePoint @ Brock" Employee Portal
- Hub site architecture

2 Team sites

- Committee, Project and Team sites
- Site provisioning
- On-premise migrations to the cloud

3 Questions?

The image displays two overlapping screenshots of a SharePoint environment. The top screenshot shows the 'SharePoint @ Brock' Department site, featuring a navigation bar with 'Home', 'Faculties and Departments', 'Services Directory', 'Workday', and 'About SharePoint'. Below the navigation is a 'Send by email' button and a 'Republished' status. The main content area shows a sunset image over a cityscape. The bottom screenshot shows the 'Enterprise Solutions' Team site, with a navigation bar including 'Information Technology Services', 'Client Services', 'Enterprise Solutions', 'IT Infrastructure', 'ITS Managers', 'PASO', and 'Senior Management'. It features a 'New' button, 'Page details', and 'Republished' status. The main content area is a red-themed dashboard with sections for 'Common Documents' (containing 'JOB DESC'S, PRESENTATIONS, TRAINING ETC. >'), 'Planning Documents', 'Project Documentation', 'System Documentation', and 'Vacation Calendar...'. A 'Quick Links' section includes 'ITS Team Site', and a 'Site Owner' section lists 'Norman Young, IT Manager, Data Architect'. At the bottom, a table displays a list of items with columns for 'Status', 'Priority', 'Progress', 'Due Date', 'Action', and 'Environment'.

Status	Priority	Progress	Due Date	Action	Environment
business change	Urgent	New		View Entries	Production
Business Change	High	Awaiting Functional Testing	1.00	View Entries	Production
Defect	Medium	In Progress	8.00	View Entries	Production
Defect	Medium	New	10.00	View Entries	Production

Communication sites

“SharePoint @ Brock” Employee Portal

- The site is a resource for people who work at Brock.
- Brocku.ca public website was streamlined by removing employee content.
- Improved user experience by providing a single source of employee news and resources with easy navigation for high value content.

The screenshot displays the SharePoint @ Brock Employee Portal. The top navigation bar is red and includes the Brock logo, a search bar, and utility icons. Below the navigation bar, the site title "SharePoint @ Brock" is prominently displayed, along with a "Following" status and a "Share" button. A large banner image shows a sunset over the Brock University campus, with the text "SharePoint @ Brock — News, events and resources for faculty and staff" overlaid. Below the banner, there are two main sections: "News for Employees" and "Events". The "News for Employees" section features a news item titled "Vice-President Research announces new internal research fund" by Jocelyn Titone, dated 5 days ago, with 308 views. The "Events" section lists two upcoming events: "Trek Across Canada Challenge" on Wednesday, May 1, and "People Strategy focus groups" on Tuesday, May 14.

"SharePoint @ Brock" - Landing page

Brock | SharePoint

Search this site

Home | Faculties and Departments | Services Directory | Workday | About SharePoint


Brock | SharePoint @ Brock | Department


★ Following | Share


Send by email | Republished

SharePoint @ Brock — News, events and resources for faculty and staff

News for Employees [See all](#)

 **CLASSROOM B**

 Vice-President Research announces new internal research fund
Jocelyn Titone 5 days ago
308 views

 CIHR seeks input from health researchers

Events [See all](#)

MAY 1
JUL 1 | Trek Across Canada Challenge
Wed, May 1, All day

MAY 14
JUN 5 | People Strategy focus groups
Tue, May 14, All day

"SharePoint @ Brock" - News for Employees

News for Employees

[See all](#)



Employee feature — Ian Gordon

A scientist by training, Ian Gordon (MEd '04) switched career paths to become a professional li...



Jocelyn Titone
yesterday at 1:21 PM

60 views



Vice-President Research announces new internal research fund

Jocelyn Titone 5 days ago
308 views



CIHR seeks input from health researchers

The Canadian Institutes of He...
Jocelyn Titone 5 days ago
83 views



Alan Ross retiring after 33 years of service

When Alan Ross (BSc '83, BEd...
Jocelyn Titone 5 days ago
347 views

"SharePoint @ Brock" - Events

Events

[See all](#)

MAY 1

JUL 1

Trek Across Canada Challenge

Wed, May 1, All day

MAY 14

JUN 5

People Strategy focus groups

Tue, May 14, All day

MAY 27

MAY 28

Mental Health First Aid for Youth

Mon, May 27, 8:30 AM

MAY

29

People Strategy focus group – Employee retention and development,

Wed, May 29, 9:00 AM

[< Previous](#)

[Next >](#)

"SharePoint @ Brock" - Frequently Accessed Links

Frequently Accessed Links



Benefits (Green Shield, Insurance, Tuition Wa...



Careers @ Brock



Employee Wellness



Facilities Management Work Request Submi...



Forms and Financial Transactions



Injury/Incident Report Form



ITS Help



Learning and Professional Develop...



Lynda: Online Courses, Classes, Training, Tut...



my.brocku.ca



Pension



SharePoint Site Request and Provisio...



Story and event submissions



Vacation, Voluntary Reduction, Summer ...

Classifieds

Do you have a classified listing you'd like displayed here? Please fill out this [form](#).



“SharePoint @ Brock” - Stories from the Brock News

Stories from the Brock News

MINDZAK: Precarious employment in education impacts workers, families and students

05/28/2019

Michael Mindzak, Assistant Professor in Brock's Faculty of Education, wrote a piece recently publish...

Brock's Institute for Canada-Caribbean Studies builds momentum

05/27/2019

A month after announcing plans to create the Institute for Canada-Caribbean Studies, Brock Universit...

Brock community asked to reflect on National AccessAbility Week

05/27/2019

The following is the first in a series of articles highlighting National AccessAbility Week. Written...

"SharePoint @ Brock" - Facilities & Construction Updates

Facilities & Construction Updates

Status of Campus Elevators

05/28/2019

The Cairns #1 East elevator is currently out of service. The West #2 elevator is available as an alt...

Construction Update, Village Road /Lot S – Water Shutdown Thursday, May 30

05/27/2019

As part of the Village Road and Lot S project, Rankin Construction has scheduled a water shutdown fo...

Construction Update – Cairns Building, Construction starting June 3

05/27/2019

As part of the Department of Child and Youth Studies Renovation Project occurring in CRN337, the Gen...

"SharePoint @ Brock" - ITS Announcements

ITS Announcements

Recent Phishing Attempt. Subject: Alerte de sécurité!

02/14/2019

The email below is an example of a Phishing Attempt that was received by users on campus. If you've ...

Cyber Security Awareness Workshop – Mobile Devices – Android

02/07/2019

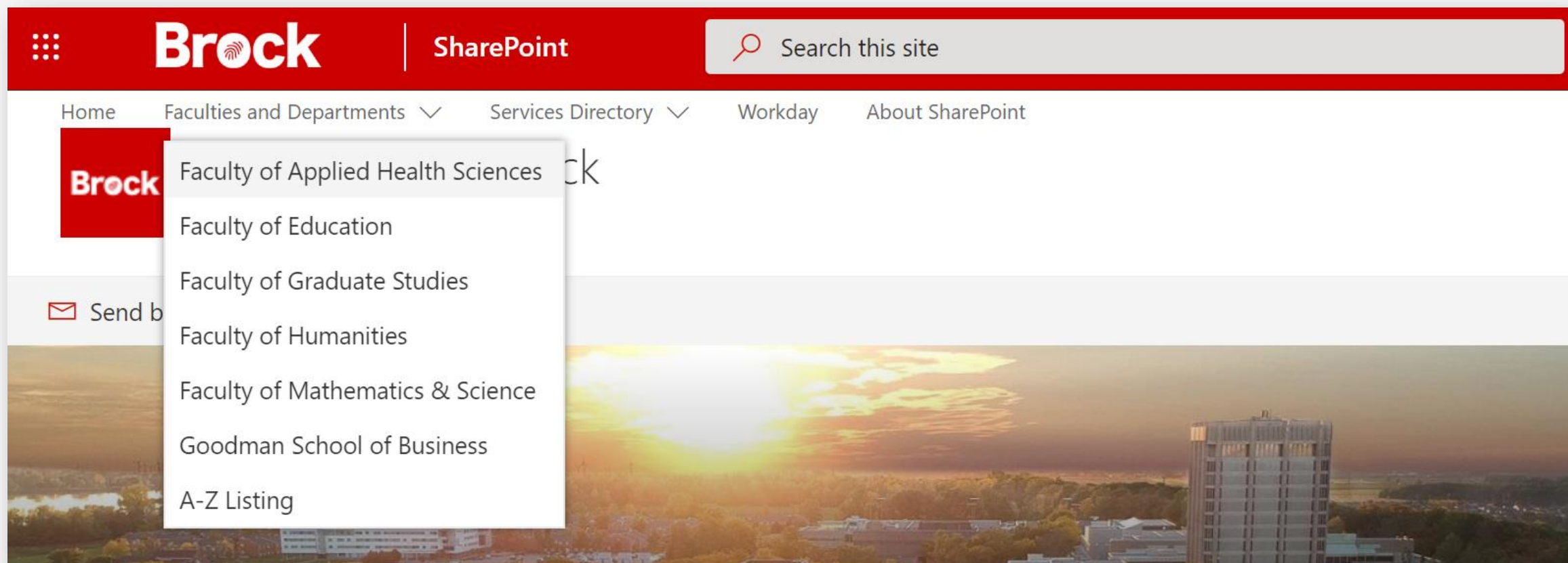
Mobile devices contain a wealth of information. They document children's milestones, store YouTube a...

Cyber Security Awareness Workshop – Mobile Devices – iOS

02/07/2019

Mobile devices are everywhere and contain a wealth of information; most likely you own at least one....

"SharePoint @ Brock" - Faculties and Departments



The screenshot displays the SharePoint interface for Brock University. The top navigation bar is red and contains the Brock logo, the text "SharePoint", and a search box labeled "Search this site". Below the navigation bar, a horizontal menu includes "Home", "Faculties and Departments" (with a dropdown arrow), "Services Directory" (with a dropdown arrow), "Workday", and "About SharePoint". The "Faculties and Departments" dropdown menu is open, showing a list of faculties: "Faculty of Applied Health Sciences", "Faculty of Education", "Faculty of Graduate Studies", "Faculty of Humanities", "Faculty of Mathematics & Science", "Goodman School of Business", and "A-Z Listing". The background of the page features a large image of a sunset over a cityscape with a prominent building.

Brock | **SharePoint** | Search this site

Home | Faculties and Departments ▾ | Services Directory ▾ | Workday | About SharePoint

- Faculty of Applied Health Sciences
- Faculty of Education
- Faculty of Graduate Studies
- Faculty of Humanities
- Faculty of Mathematics & Science
- Goodman School of Business
- A-Z Listing

"SharePoint @ Brock" - Faculty Site

The screenshot shows the SharePoint interface for the Faculty of Applied Health Sciences. At the top, there is a navigation bar with links for Home, Faculties and Departments, Services Directory, Workday, and About SharePoint. The main header features the Brock University logo and the text "Faculty of Applied Health Sciences Department". On the right side of the header, there are options for "Not following" and "Share".

Below the header, there is a left-hand navigation menu with links for Home, Documents, and Tenure & Promotion. The main content area features a large banner image of graduates in blue gowns, holding signs that say "I just graduated!", "Forever a Badger", and "Proud #BrockU Grad". A large mascot figure is also visible in the image. Above the banner, there are options for "Send by email" and "Republished".

Below the banner, there is a paragraph of text: "The health of people, families, organizations, and communities is a shared and fundamental responsibility. To play our part, the Faculty of Applied Health Sciences at Brock University dedicates itself to the goal of understanding health, broadly defined, in order to help gain, maintain, and restore it."

Below this paragraph, there is another paragraph: "The Faculty of Applied Health Sciences is the second largest undergraduate faculty at Brock, and growing."

Below that, there is a third paragraph: "We are home to five departments which offer 10 undergraduate degree programs and diverse perspectives on health in applied contexts."

On the right side of the main content area, there is a "Quick Links" section with three items: "FAHS Teaching & Awards" (with a group of people icon), "Tenure & Promotion" (with a globe icon), and "FAHS Research Awards & Grants" (with a trophy icon).

"SharePoint @ Brock" – Services Directory

The screenshot shows the SharePoint interface for Brock University. At the top, there is a red navigation bar with the Brock logo on the left, the text "SharePoint" in the center, and a search box on the right labeled "Search this site". Below this bar is a secondary navigation menu with links for "Home", "Faculties and Departments" (with a dropdown arrow), "Services Directory" (with a dropdown arrow), "Workday", and "About SharePoint".

The main content area features a large red square with the "Brock" logo on the left. To its right, the text "Faculty of App" and "Department" is visible. A dropdown menu is open from the "Services Directory" link, listing the following services: "Financial Services", "Hospitality Services", "Human Resources", "Information Technology Services", "Marketing and Communications", "Research Services", and "A-Z Service Listing".

On the left side of the page, there is a vertical sidebar menu with the following items: "Home", "Documents", and "Tenure & Promotion".

The background of the page is a photograph of a graduation ceremony. In the foreground, a young man in a graduation gown and cap is smiling. To his right, a young woman is holding a sign that says "I just graduated!". In the background, there are several flags on poles and a building.

"SharePoint @ Brock" - Service Site

The screenshot shows the SharePoint interface for the Information Technology Services department at Brock University. The top navigation bar includes links for Home, Faculties and Departments, Services Directory, Workday, and About SharePoint. The department logo and name are prominently displayed, along with options to follow or share the page. A left-hand navigation menu lists various service categories. The main content area features a large image of the Brock University building and a 'Department Information' section describing the ITS department's role. Below this, there are buttons for submitting support requests and contacting the department. On the right, a 'Resources for Faculty & Staff' section provides quick links to email, the my.brocku.ca portal, and the Workday system.

Home Faculties and Departments Services Directory Workday About SharePoint

Brock Information Technology Services
Department

☆ Not following Share

Home

Service Catalogue

Cyber Security Aware...

Cellphone Information

Send by email Republished

Department Information

Brock University's Information Technology Services (ITS) department provides faculty and staff with technology resources that support teaching, research, and services. These services include high-performance computing; administrative systems; portal access; and audiovisual, telephone, computer and networks support.

Submit a Support Request Contact Us

Resources for Faculty & Staff

- Faculty & Staff Email
- my.brocku.ca
- Workday

"SharePoint @ Brock" – About SharePoint

The screenshot shows the SharePoint interface for the 'SharePoint Department' at Brock University. The top navigation bar includes 'Home', 'Faculties and Departments', 'Services Directory', 'Workday', and 'About SharePoint'. The page title is 'SharePoint Department'. On the right, there are options for 'Not following' and 'Share'. The left-hand navigation pane lists 'Home', 'SharePoint Data' (with a sub-menu including Data Encryption, Data Leak Protection, Data Residency, and Virus Detection), 'SharePoint Governance', and 'SharePoint Help'. Below the navigation is an 'Edit' link. The main content area features a header with 'New', 'Send by email', and 'Page details' options, along with 'Republished' and 'Edit' buttons. The header image contains the SharePoint logo and the text 'About SharePoint at Brock'. The main text describes SharePoint as a cloud-based service for sharing and collaborating, mentioning pre-built templates and customization options. It also provides links to 'Available Site Templates', a 'site comparison info-graphic', and 'SharePoint Data' for more information.

Home Faculties and Departments Services Directory Workday About SharePoint

Brock SharePoint
Department

☆ Not following Share

Home + New Send by email Page details Republished Edit

About SharePoint at Brock

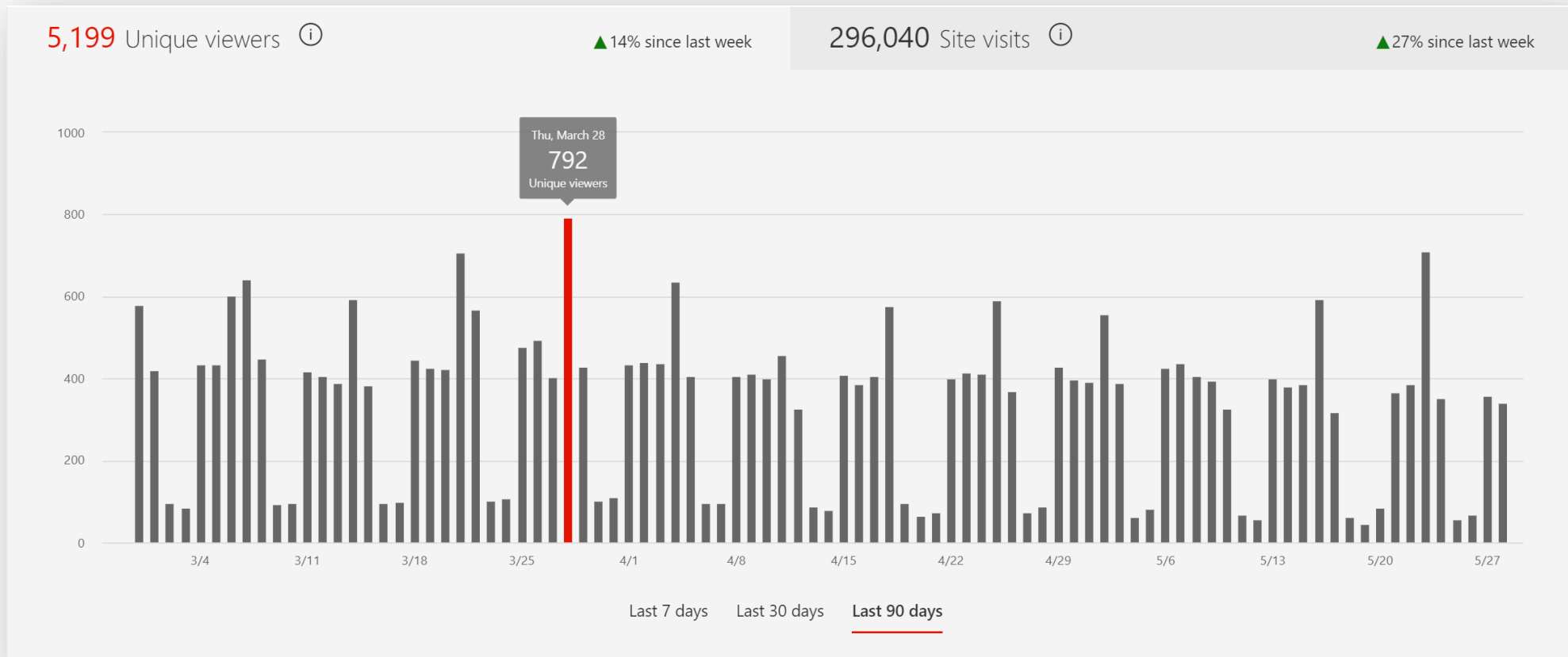
SharePoint is a cloud-based service that helps Brock employees share and collaborate. With SharePoint, you can access internal sites, documents, and other information from anywhere - at the office, at home or from a mobile device. When requesting a SharePoint site you have the option to choose one of five pre-built templates (Ad-hoc, Committee, Communication, Department, External, Project or Team) applied to your site or you may choose to have a custom site if more advanced customization is required.

See section "Available Site Templates" below for more information.

See our [site comparison info-graphic](#) for more information at a glance.

Click "SharePoint Data" on the side navigation bar to learn more about data protection and data residency.

"SharePoint @ Brock" - Site Usage



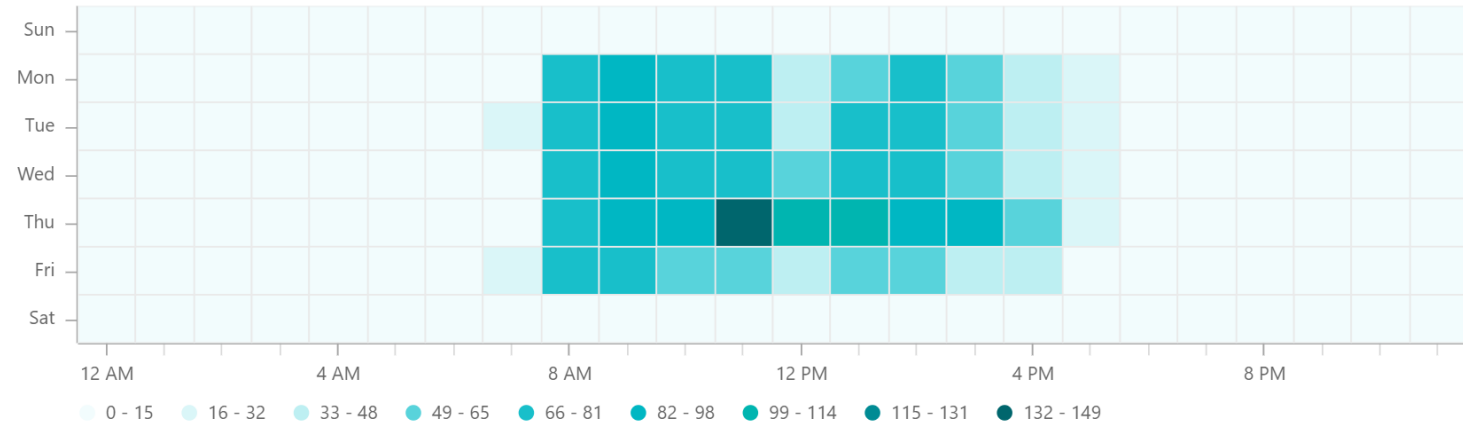
"SharePoint @ Brock" - Site Traffic

Site traffic

Last 7 days Last 30 days Last 90 days

Insights

Thursday at 11 AM is when most people have accessed your SharePoint site in the past 12 weeks.



Most unique viewers

Past 7 days

Name	Viewers
Alan-Ross-retiring-after-33-years-of-service.aspx	307
announces-new-internal-research-fund.aspx	292
CIHR-seeks-input-from-health-researchers.aspx	76
Employee-feature-Ian-Gordon.aspx	62
Services-Directory.aspx	32

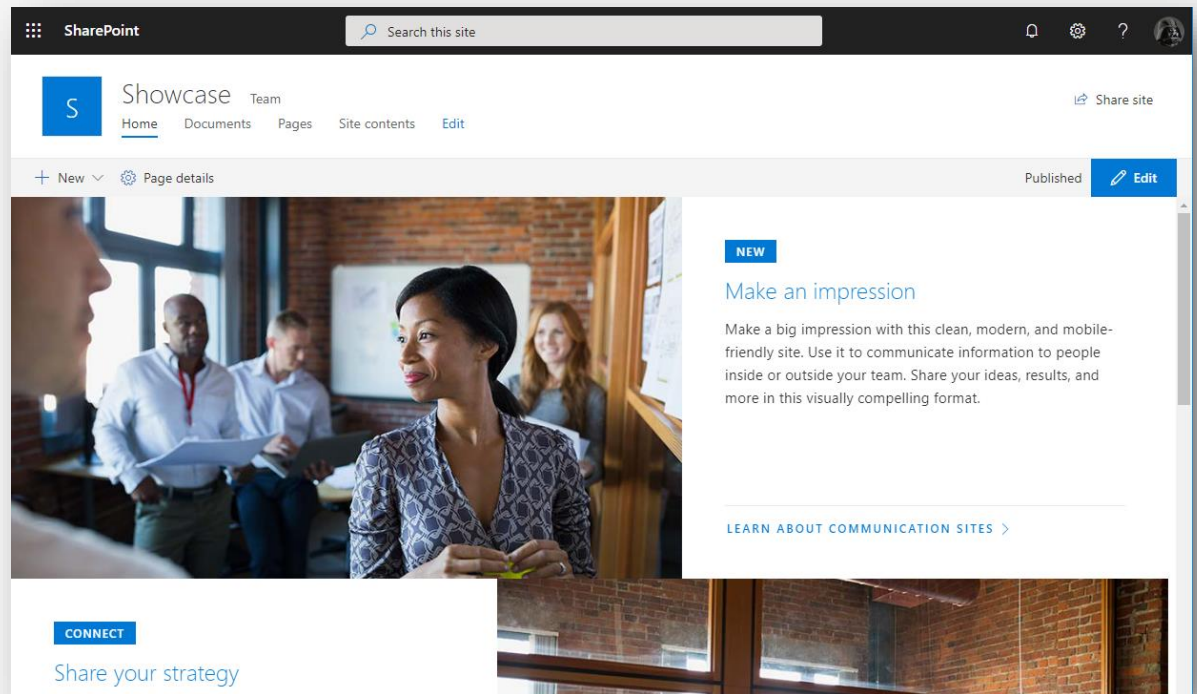
Most viewed

Past 7 days

Name	Views
Alan-Ross-retiring-after-33-years-of-service.aspx	347
announces-new-internal-research-fund.aspx	311
CIHR-seeks-input-from-health-researchers.aspx	84
Employee-feature-Ian-Gordon.aspx	67
Services-Directory.aspx	45

Communication sites – Lessons Learned

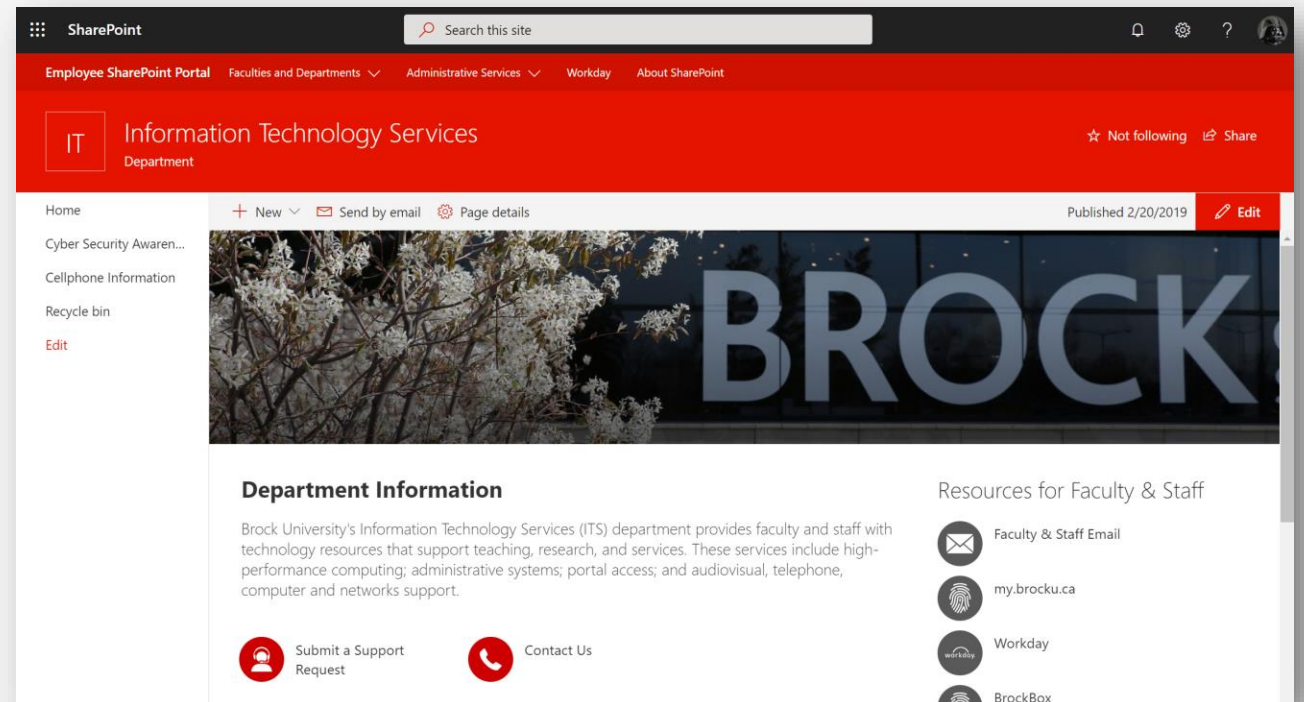
- 1 Don't use root site collection for employee's only intranet portal.
- 2 Ensure all employee's and students can access the root site collection.
- 3 Go Modern.
- 4 Hub before you Sub.



Communication sites

Hub Site Architecture

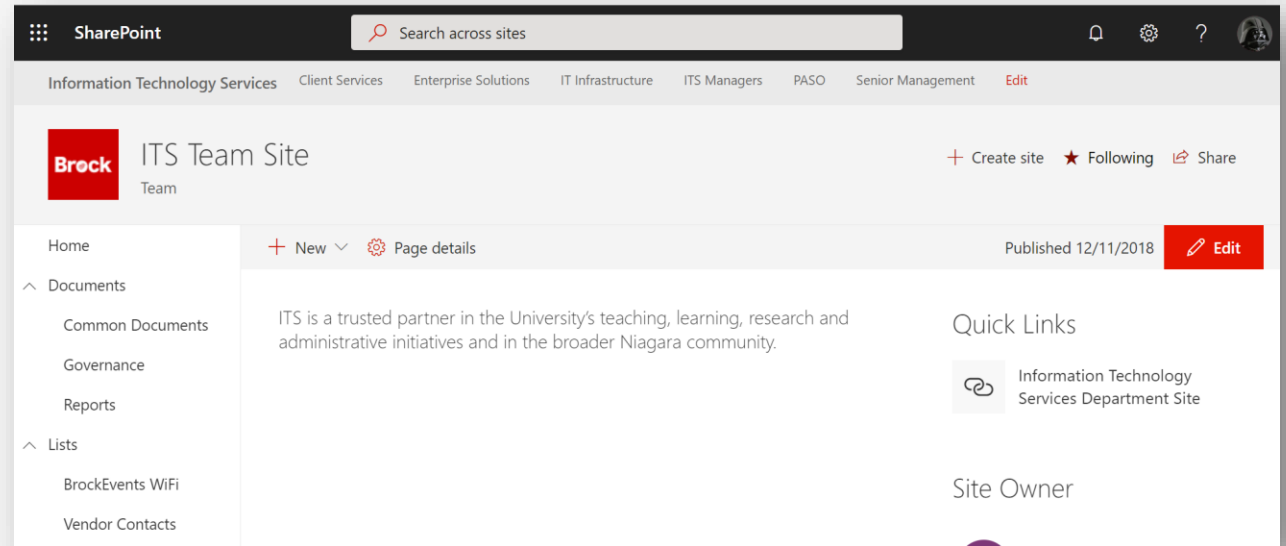
- Classic SharePoint: hierarchy of site collections and sub-sites, with inherited navigation, permissions and site designs.
 - Can be inflexible and difficult to maintain.
- Modern SharePoint: every site is a site collection and all can be associated to a Hub site which is a flat structure of sites that share navigation, branding, and other elements.
 - More flexible and adaptive to the changing needs of your organization.



Communication sites

Hub Site Architecture continued

- SharePoint hub sites will let you bring together associated sites to roll up news and activity, to simplify search, and to create cohesion with shared navigation and look-and-feel.
- Because sites can be re-arranged as your needs change, SharePoint hub sites empower your intranet to evolve with your organization.
- Not limited to Communication sites.



"SharePoint @ Brock" - Hub Landing page

SharePoint

Search across sites

Employee SharePoint Portal Faculties and Departments Administrative Services Workday About SharePoint Edit

Brock Employee SharePoint Portal Department + Create site Share

+ New Send by email Page details Republished Edit

SharePoint @ Brock — News, events and resources for faculty and staff

News for Employees

+ Add

Employee feature — Ian Gordon
A scientist by training, Ian Gor...
Jocelyn Titone Monday at 1:21 PM
199 views

Vice-President Research announces new internal research fund

Events

+ Add event

MAY 1
JUL 1
Trek Across Canada Challenge
Wed, May 1, All day

MAY 14
JUN 5
People Strategy focus groups
Tue, May 14, All day

"SharePoint @ Brock" - Hub Faculties and Departments

The screenshot displays the SharePoint @ Brock Employee SharePoint Portal. The top navigation bar is red and contains the following items: "Employee SharePoint Portal", "Faculties and Departments" (with a dropdown arrow), "Administrative Services" (with a dropdown arrow), "Workday", "About SharePoint", and "Edit". A search bar labeled "Search across sites" is located in the top right corner. The main content area features a red header with the "Brock" logo and the text "Employee Share". Below this, there is a white bar with a "+ New" dropdown and a "Send by email" button. The background of the main content area is a landscape image of a sunset over a city. A dropdown menu is open under "Faculties and Departments", listing the following options: Faculty of Applied Health Sciences, Faculty of Education, Faculty of Graduate Studies, Faculty of Humanities, Faculty of Math and Science, and Goodman School of Business.

SharePoint

Search across sites

Employee SharePoint Portal Faculties and Departments Administrative Services Workday About SharePoint Edit

Brock Employee Share

+ New Send by email

- Faculty of Applied Health Sciences
- Faculty of Education
- Faculty of Graduate Studies
- Faculty of Humanities
- Faculty of Math and Science
- Goodman School of Business

"SharePoint @ Brock" - Hub Faculty site

Employee SharePoint Portal | [Faculties and Departments](#) | [Administrative Services](#) | [Workday](#) | [About SharePoint](#)

FA Faculty of Applied Health Sciences
Department

Share

Home | Documents | Tenure & Promotion | Recycle bin | **Edit**

+ New | Send by email | Promote | Page details | Republished | **Edit**

The health of people, families, organizations, and communities is a shared and fundamental responsibility. To play our part, the Faculty of Applied Health Sciences at Brock University dedicates itself to the goal of understanding health, broadly defined, in order to help gain, maintain, and restore it.

The Faculty of Applied Health Sciences is the second largest undergraduate faculty at Brock, and growing.

Quick Links

- FAHS Graduate Studies
- Tenure & Promotion

"SharePoint @ Brock" - Hub Path

The image shows two screenshots of a SharePoint Hub Path for the Information Technology Services department at Brock University. The top screenshot shows the main hub page with a red header and navigation menu. The bottom screenshot shows the site-specific page with a dark header and a red background.

Top Screenshot:

- Address bar: <https://brocku.sharepoint.com/Information-Technology-Services>
- Navigation: Home, Faculties and Departments, Services Directory, Workday, About SharePoint
- Header: Brock | SharePoint
- Content: Brock Information Technology Services Department

Bottom Screenshot:


- Address bar: <https://brocku.sharepoint.com/sites/Information-Technology/>
- Navigation: Employee SharePoint Portal, Faculties and Departments, Administrative Services, Workday, About SharePoint
- Header: SharePoint
- Content: IT Information Technology Services Department

"SharePoint @ Brock" - Hub Site settings

✕

Edit hub site settings

Hub site navigation logo



Upload

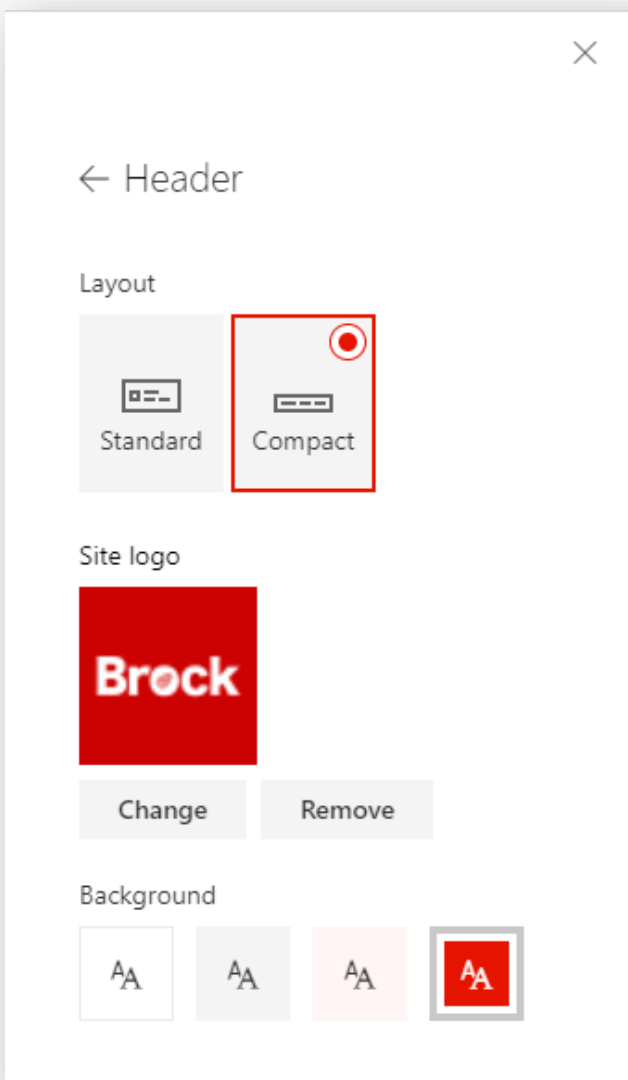
Hub site navigation name *

Site design applied to associated sites

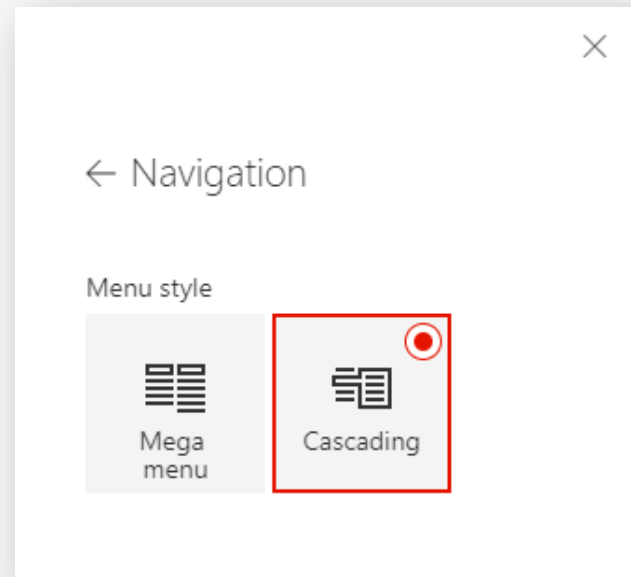
Save

Cancel

"SharePoint @ Brock" - Hub Header



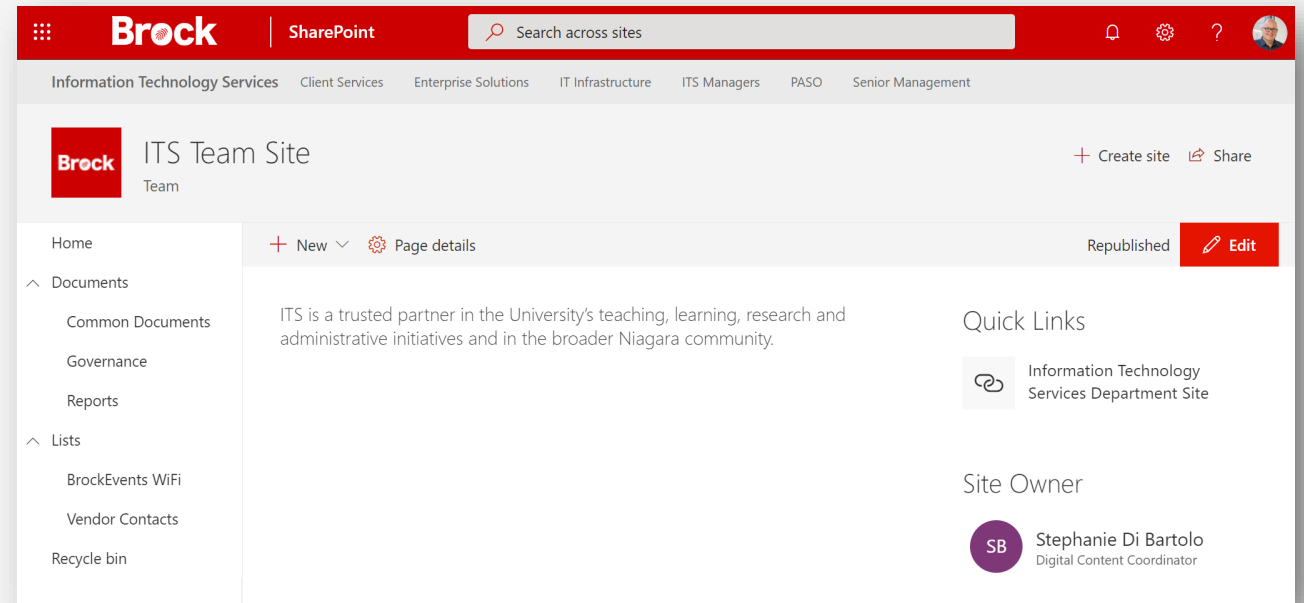
"SharePoint @ Brock" - Hub Header




Team sites





Committee, Project and Team sites

- Provides centralized modern document management platform. Work from any location, on any device.
- Empowered end users with less reliance on traditional IT.
- Interdepartmental working groups Committee and Project sites had early success and adoption.
- Departmental Team sites had bigger impact but more adoption support required.




Team sites - Landing Page

**Brock** | SharePoint



[Information Technology Services](#) [Client Services](#) [Enterprise Solutions](#) [IT Infrastructure](#) [ITS Managers](#) [PASO](#) [Senior Management](#)



ITS Team Site

Team

[+ Create site](#) [Share](#)

[Home](#) [+ New](#) [Page details](#) Republished [Edit](#)

Documents

- Common Documents
- Governance
- Reports


Lists

- BrockEvents WiFi
- Vendor Contacts


Recycle bin

ITS is a trusted partner in the University's teaching, learning, research and administrative initiatives and in the broader Niagara community.

Quick Links

-  [Information Technology Services Department Site](#)

Site Owner


-  **Stephanie Di Bartolo**
Digital Content Coordinator

Team sites – Document Library




+ New ▾ ↑ Upload ▾ ↻ Sync 📄 Export to Excel 🔄 Flow ▾ ⋮

☰ All Documents ▾ 🔍 ⓘ

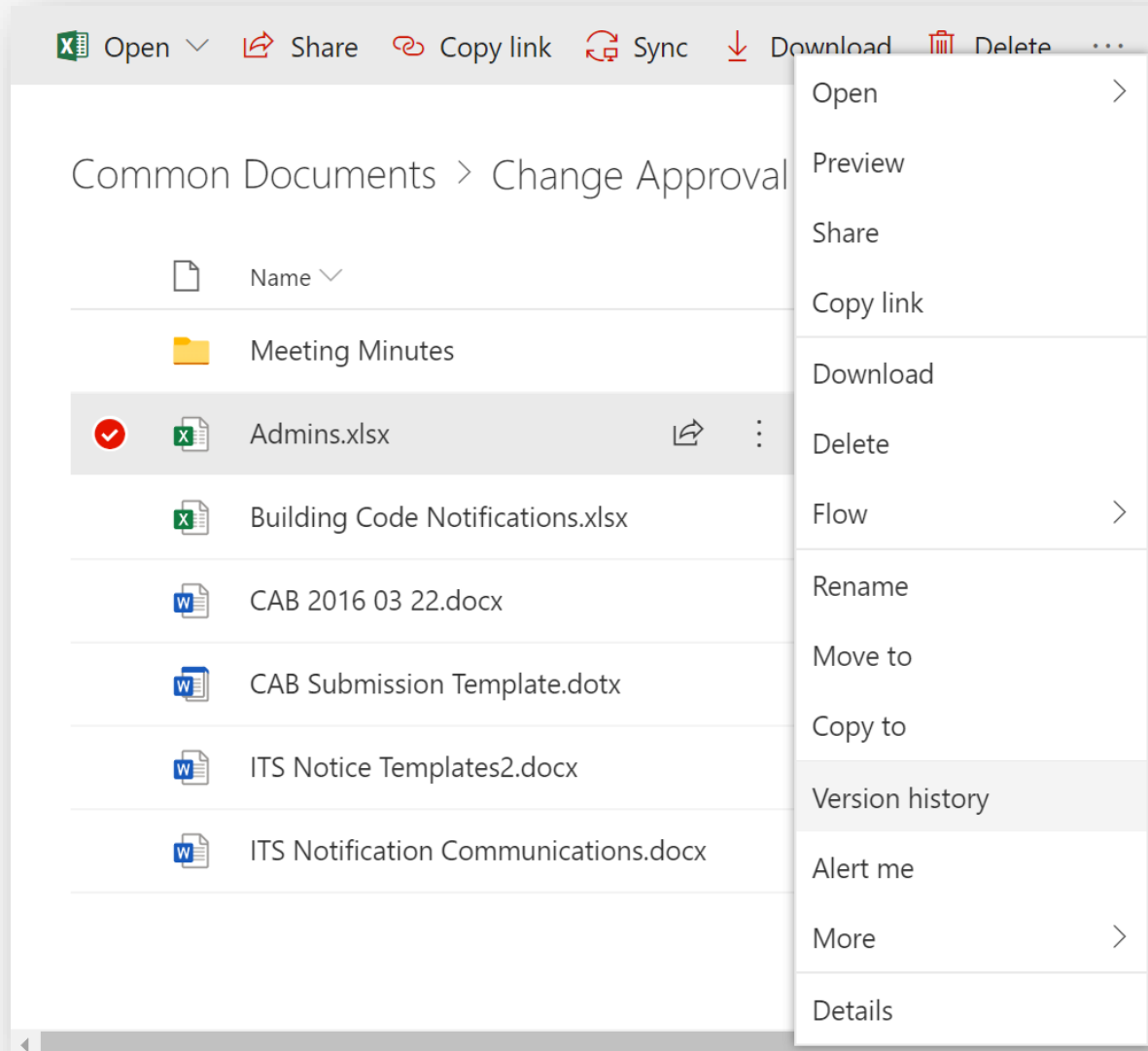
Common Documents



Change Approval Board
March 26, 2018

<input type="radio"/>	 Name ▾	Modified ▾	Modified By ▾	+ Add column
<input type="radio"/>	 Change Approval Board	March 26, 2018	Norman Young	
<input type="radio"/>	 Forms and Templates	May 2, 2016	Tracey Knox	

Team sites – Ellipse options



Team sites – Version history

Version history ×

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
23.0	5/30/2019 11:55 AM	<input type="checkbox"/> Tracey Knox	26 KB	
22.0	10/1/2018 10:53 AM	<input type="checkbox"/> Tracey Knox	23.6 KB	
21.0	10/1/2018 10:53 AM	<input type="checkbox"/> Tracey Knox	24.3 KB	
20.0	9/4/2018 10:53 AM	<input type="checkbox"/> Tracey Knox	23.5 KB	
19.0	5/1/2018 10:49 AM	<input type="checkbox"/> Tracey Knox	26.2 KB	
18.0	5/1/2018 10:49 AM	<input type="checkbox"/> Tracey Knox	26 KB	
17.0	3/14/2018 3:31 PM	<input type="checkbox"/> Tracey Knox	24.8 KB	
16.0	11/22/2017 10:11 AM	<input type="checkbox"/> Tracey Knox	24.4 KB	
15.0	11/22/2017 10:01 AM	<input type="checkbox"/> Tracey Knox	24.4 KB	

Note: A context menu is open over the 22.0 version, showing 'View' and 'Delete' options.

Team sites – Flow

The screenshot shows a SharePoint document library interface. At the top, there is a toolbar with icons for Open, Share, Copy link, Sync, Download, and Delete. Below the toolbar, the breadcrumb path is "Common Documents > Change Approval Board". The main area displays a list of documents with columns for Name and Modified. The document "Admins.xlsx" is selected, and a context menu is open over it. The context menu includes options like Rename, Move to, Copy to, Flow, Version history, Alert me, Manage my alerts, and Check out. The "Flow" option is highlighted, and a sub-menu is open, showing options like Request sign-off, Create a flow, See your flows, and Configure flows.

Open Share Copy link Sync Download Delete ... 1 selected All Documents

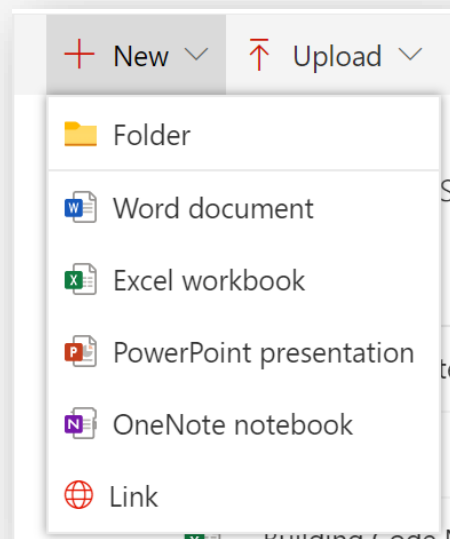
Common Documents > Change Approval Board

Name	Modified
Meeting Minutes	April 25, 2016
Admins.xlsx	Thursday at 11:55 AM
Building Code Notifications.xlsx	October 14, 2018
CAB 2016 03 22.docx	March 26, 2018

- Rename
- Move to
- Copy to
- Flow > Request sign-off
- Version history
- Alert me
- Manage my alerts
- Check out

- Add column
- Create a flow
- See your flows
- Configure flows

Team sites – Office Web Apps



Team sites – Auto Save

The image shows a screenshot of the Microsoft Word interface. On the left is a dark blue navigation pane with a back arrow at the top and menu items: Info, New, Open, Save As (highlighted), Transform, Print, Share, About, and Help. The main area displays the 'Save As' menu with five options: 'Save As' (Save a copy online), 'Rename' (Rename this file), 'Download a Copy' (Download a copy to your computer), 'Download as PDF' (Download a copy of this document to your computer as a PDF file), and 'Download as ODT' (Download a copy of this document to your computer as an ODT file). The 'Download as PDF' option is highlighted with a red box. At the bottom of this menu area, a yellow-bordered box contains the text: 'Where's the Save Button? There's no Save button because we're automatically saving your document.' On the right, a portion of the Word ribbon is visible, showing the 'Simplified Ribbon' toggle, the user name 'Norman Young', and the 'Share' and 'Comments' buttons. Below these are icons for list styles, font settings, search, and microphone.

Team sites – Project sites

The screenshot displays a SharePoint project site for 'SIS Modernization'. The top navigation bar includes the 'SharePoint' logo and a search box labeled 'Search this site'. The site header features the 'Brock' logo and the project name 'SIS Modernization Project'. A left-hand navigation pane lists various site sections, with 'RAID Logs' currently selected. The main content area is titled 'RAID Logs' and contains four red summary cards: 'Risks' (Things that could go wrong but have not yet occurred), 'Actions' (Things that need to be done), 'Issues' (Known problems that have occurred), and 'Decisions' (Decisions made). The top of the main content area also includes '+ New' and 'Page details' options.

SharePoint

Search this site

Brock SIS Modernization
Project

Home
Governance
Project Management
RAID Logs
Functional Work Strea...
Technology Work Stre...
Finance Work Streams
HR Work Streams
External - Audit
User Access - Secured

+ New Page details

RAID Logs

- Risks**
Things that could go wrong but have not yet occurred
- Actions**
Things that need to be done
- Issues**
Known problems that have occurred (if a risk triggers, it bec...
- Decisions**
Decisions made

Team sites – Committee sites

SharePoint Search this site

Brock Workday Support
Committee

Home
Documents
Enhancement Log
RAID Log
FIN - Secured
HCM - Secured
Support Team - Secured
Calendar
Recycle bin
Edit

+ New Page details

Enhancement Log
Track enhancements that need to be configured in ...







RAID Log
Used to track critical issues affecting Workday

Important: End users must submit all incidents through the [ITS Help Desk](#).



Events
+ Add event

JAN 18 — MAR 5	Weekly Sandbox Tenant Refresh Fri, Jan 18, 11:00 PM	JAN 24 — MAR 11	Weekly Sandbox Refresh Testing Due Thu, Jan 24, 10:00 AM
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Team sites – List with JSON formatting

+ New  Export to Excel  Quick edit  PowerApps  Flow ... All Items  

Enhancement Log

ID	Title	Workstream	Enhancement Type	Priority	Status
9	Ability to enter Locations or Location Hierar...	Finance	Enhancement	Medium	⏸ On Hold
10	Setup Supplier Remit to Connections	Finance	Enhancement	Medium	 Awaiting Functional Testing
13	Modify Create Position BP	HCM	Business Change	High	 Awaiting Functional Testing
14	Access to Position Management by Organiz...	HCM	Enhancement	Low	New
15	Position Management	HCM	Enhancement	High	→ In Progress
17	Create questionnaire in Workday - review o...	Finance	Enhancement	Medium	⏸ On Hold
18	Incorrect notification on purchase requisitio...	Finance	Defect	Low	New

Team sites – List with JSON formatting continued

Target Date	Release Date	% Complete	Effort (Hours)	Detailed Description	Tenant	Change Mgmt. Impa...	ES CAB Status
			1.00	View Entries		Low	ⓘ Proposed
				View Entries	Preview	Low	Not Required
				View Entries	Preview	High	
				View Entries	Production	Low	Not Required
3/26/2019	5/1/2019			View Entries	Production	Medium	
	3/1/2019		2.00	View Entries	Production	Medium	Not Required

Team sites – Site Closure, Deletion & Policy

Site Settings ▸ Site Closure and Deletion ⓘ

Site Closure

When a site is closed, it is trimmed from places that aggregate open sites to site members such as Outlook, OWA, and Project Server.

This site was closed on: 1/30/2019 2:26 PM

[Open this site](#)

Site Deletion

Deleting a site deletes the site, its shared mailbox and all documents, emails and tasks associated with the site.

This site will be deleted on: 7/30/2020 2:26:11 PM - Postponed for 1 year

[Postpone deletion of this site for 1 year.](#)

Site Policy

Select the appropriate policy for this site. Site policies are configured by your administrator and define the rules for closing and deleting the site.

6ML1YD ▼

Close sites 6 months after creation and Delete sites 1 year after creation automatically

Team sites – Site Policy

Site Closure

When a site is closed, it is trimmed from places that aggregate open sites to site members such as Outlook, OWA, and Project Server.

Close this site now

Site Deletion

Deleting a site deletes the site, its shared mailbox and all documents, emails and tasks associated with the site.

This site will be deleted on: 6 months following closure

Site Policy

Select the appropriate policy for this site. Site policies are configured by your administrator and define the rules for closing and deleting the site.

6ML1YD ▼

No Site Policy :hs after creation and Delete sites 1 year after creation automatically

1YL2YD

EOLRO

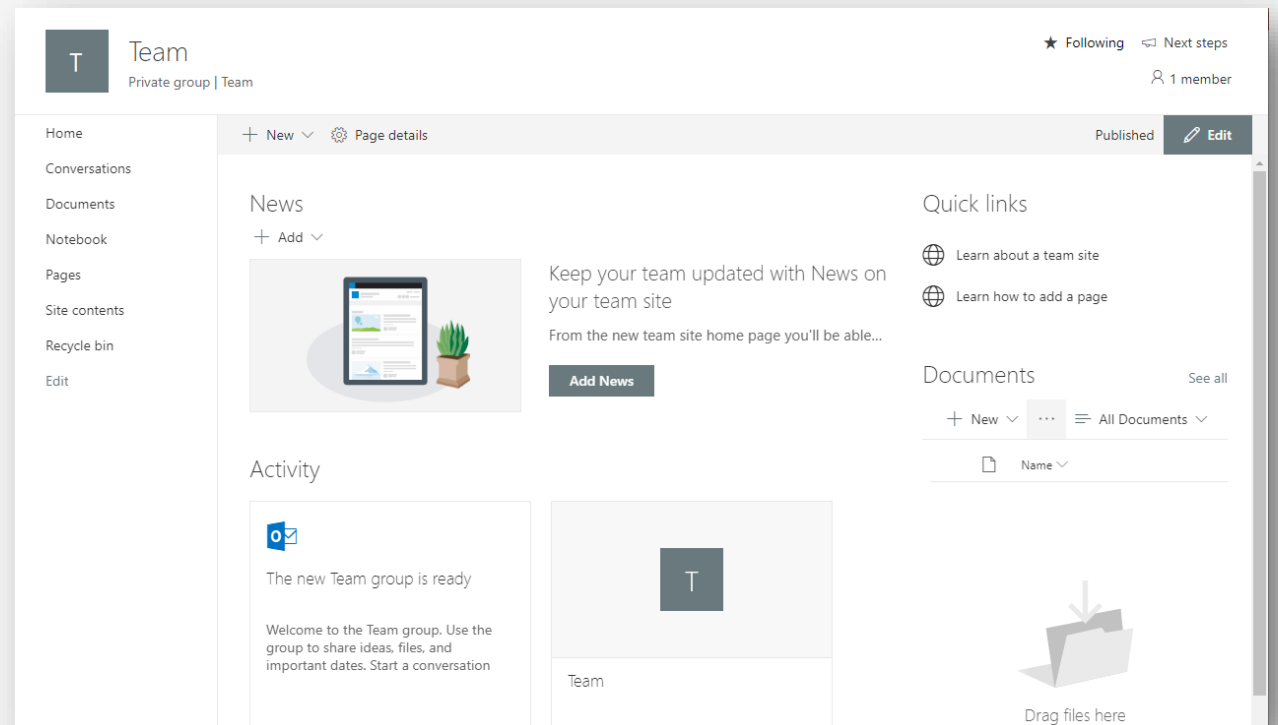
6ML1YD

Team sites – Lessons Learned

1

Minimum real world governance in place prior to going live with Team sites.

- Define who can create sites.
- Set site expiration to prevent sprawl.
- Define site owner permissions and responsibilities.

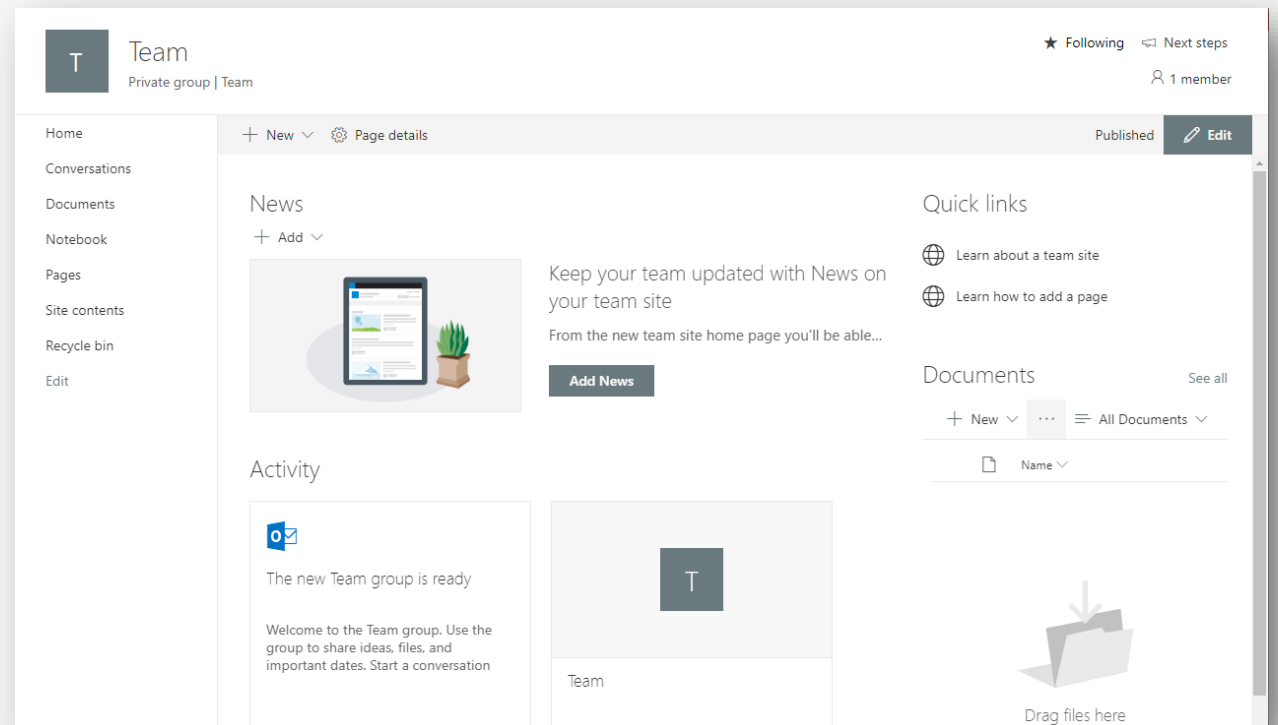


Team sites – Lessons Learned

2

Open interdepartmental working groups - Committee and Project sites.

- Let the early adopters be you champions.
- Grow your support base during this time.



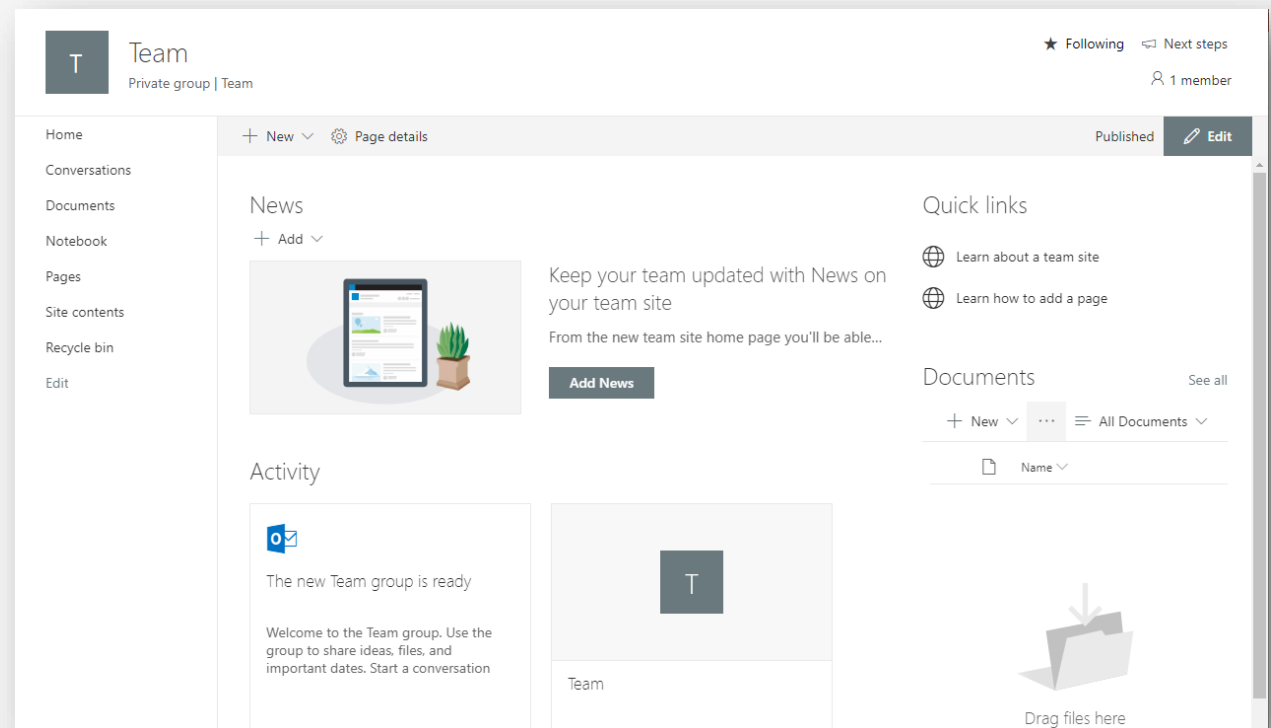
Team sites – Lessons Learned

3

Promote but control departmental Team sites.

- Content sensitivity should drive security.
- Security should drive information architecture.
- Information architecture will define site builds. Many sites for one department is OK.

Continued...

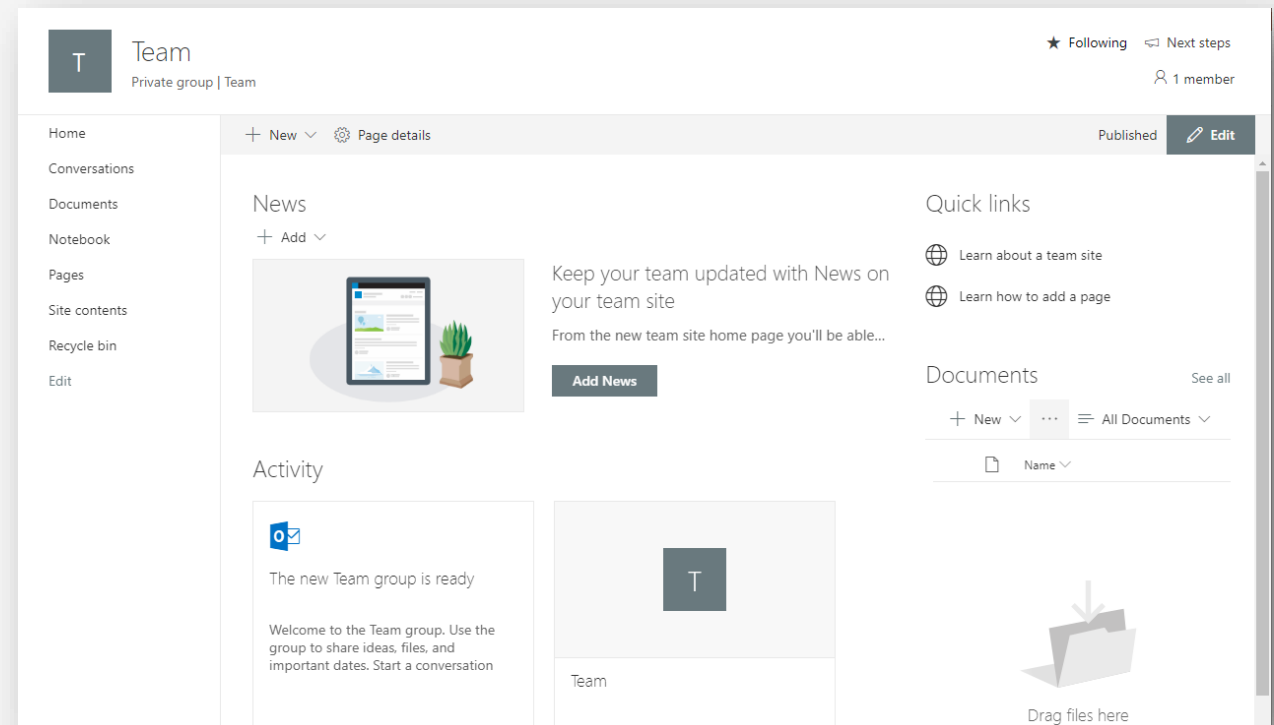


Team sites – Lessons Learned

3

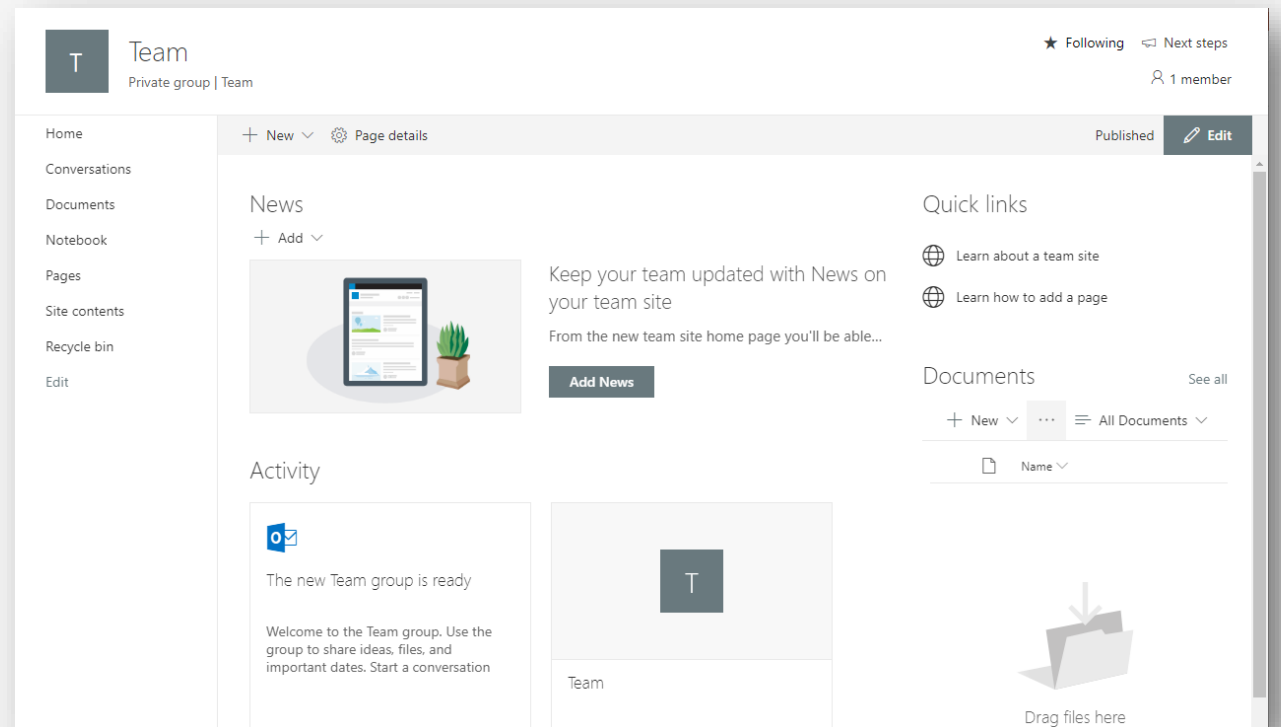
...Continued.

- File share migration should not be an option.
- Existing file shares provide excellent insight into a department's organization and working habits. Use it!
- Get executive support and buy-in.
- Negotiate a realistic timeframe.



Team sites – Lessons Learned

- 4 Less is more on site design and functionality.
- 5 Organize content prior to migration.
 - Use portfolio's, sub-teams or subject matter as a guide.
- 6 Paint a picture for end users.
 - Site membership.
 - Document libraries.
 - Migration mappings.



Team sites

Site provisioning

- Solution lets users build sites with the least amount of IT intervention, while still observing the policies and standards for SharePoint use, governance and security.
- Self-service process puts SharePoint in the hands of users.
- Standardize the way sites are created.
- Built using Azure – SQL database, website, Azure Functions using PnP provisioning.

Brock | SharePoint

Home | Faculties and Departments | Services Directory | Workday | About SharePoint

SharePoint @ Brock
Department

Create a Site

Choose the type of site you'd like to create

COLLABORATION | COMMUNICATION | CUSTOM

AD-HOC
Ad-hoc sites allow informal working groups to connect, collaborate and create documents. Examples of when to use an Ad-hoc site:

- I'm a Faculty member collaborating and sharing course documents with students.
- I'm a Staff member performing event planning with users outside of my department.
- I'm a Student working with other Students on course presentations and projects.

Site access is managed by the site owner.

COMMITTEE
Committee sites allow formal working groups to connect, collaborate and create documents. Examples of when to use an Committee site:

- I'm a member of a University committee creating, collaborating and sharing agendas and materials with fellow committee members.
- I'm a Brock employee performing long term collaborative work with users outside my department.

Site access is managed using the IT Security Request Form (SARF).

PROJECT
Project sites allow teams to connect, collaborate and track project documents, issues and outcomes. Examples of when to use a Project site:

- I'm a Brock employee planning, executing and tracking project work.
- I'm a Brock employee collaborating and collecting project files and documents in a centralized area.

Site access is managed by the site owner.

TEAM
Team sites provide departments with a central storage and collaboration area. Team site membership is limited to members of the department. Examples of when to use a Team site:

- I'm a member of a University department creating, collaborating on documents with fellow department members.
- I'm a member of a University department wanting to modernize my departments file share and move to the cloud.

Site access is managed using the IT Security Access Request Form (SARF).

[Additional Information](#) | [Comparison Chart](#)

Site Request and Provisioning Tool Demo

The screenshot displays a SharePoint dashboard with a red header bar. On the left, the 'Brock' logo is visible next to the 'SharePoint' label. A search bar on the right contains the text 'Search'. Below the header, two buttons are present: '+ Create site' (highlighted with a yellow border) and '+ Create news post'. The main content area is divided into two sections. The left section, titled 'Following', lists two items: 'ES - Analytics and Collabora...' with a star icon and 'ITS Team Site' with a star icon. The right section, titled 'News from sites', features a horizontal row of four news items: a photo of a woman at a computer, a purple square with a white document icon, a photo of two people in a hallway, and a red maple leaf logo with the text 'NSERC CRSN'.

Site Request and Provisioning Tool Demo

Home Faculties and Departments Services Directory Workday About SharePoint


Brock SharePoint @ Brock
Department

Create a Site

Choose the type of site you'd like to create

COLLABORATION COMMUNICATION CUSTOM

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Site Request and Provisioning Tool Demo

COLLABORATION COMMUNICATION CUSTOM

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Site Request and Provisioning Tool Demo


COLLABORATION **COMMUNICATION** CUSTOM



Communication sites allow the sharing of information and resources through the "SharePoint @ Brock" employee portal to all Brock employees. Examples of when to use a Communication site:

- I'm a Brock employee wanting to promote a campaign that is not directly related to my home department activities using the "SharePoint @ Brock" employee portal.
- I'm a Brock employee wanting to provide information and resources about a major University initiative or project using the "SharePoint @ Brock" employee portal.

🔒 Site access is managed using the IT Security Request Form (SARF).

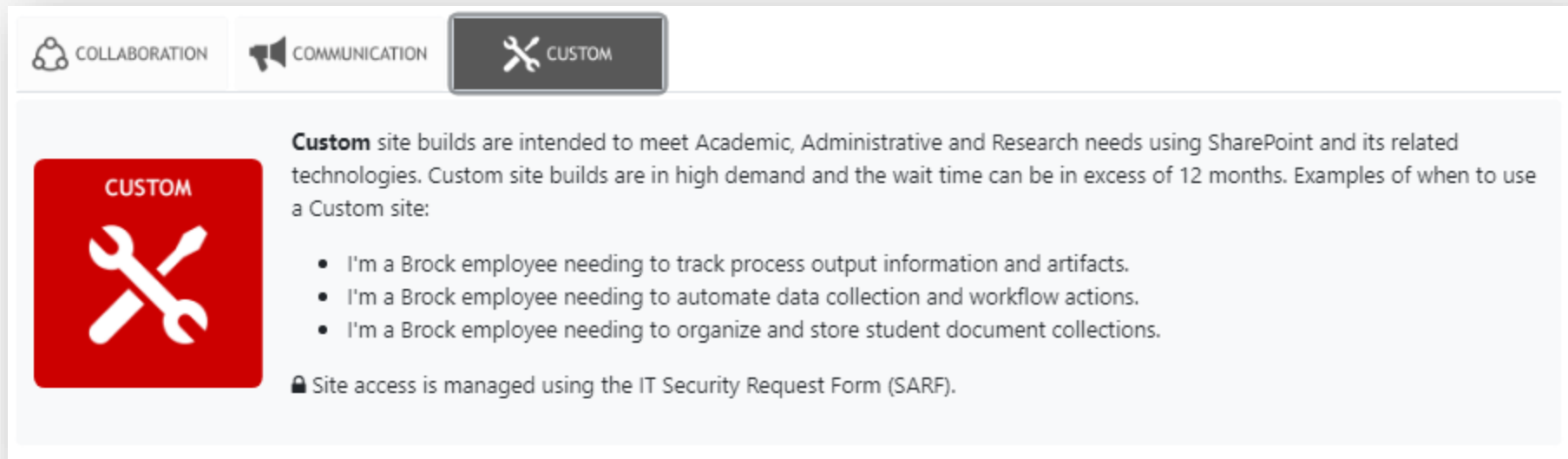


Department sites allow the sharing of information and resources through the "SharePoint @ Brock" portal. Examples of when to use a Department site:

- I'm a Brock employee wanting to share Faculty information, forms and resources about my Faculty and/or Academic department using the "SharePoint @ Brock" employee portal.
- I'm a Brock employee wanting to share Administrative information, forms and resources about my department using the "SharePoint @ Brock" employee portal.

🔒 Site access is managed using the IT Security Request Form (SARF).

Site Request and Provisioning Tool Demo






The screenshot displays a navigation bar with three options: COLLABORATION (with a group of three people icon), COMMUNICATION (with a megaphone icon), and CUSTOM (with a crossed wrench and screwdriver icon). The CUSTOM option is currently selected and highlighted in a dark grey box.


Below the navigation bar, the CUSTOM section is expanded. It features a red square icon with the word "CUSTOM" at the top and a white crossed wrench and screwdriver icon below it. To the right of the icon, the text reads: "Custom site builds are intended to meet Academic, Administrative and Research needs using SharePoint and its related technologies. Custom site builds are in high demand and the wait time can be in excess of 12 months. Examples of when to use a Custom site:"

- I'm a Brock employee needing to track process output information and artifacts.
- I'm a Brock employee needing to automate data collection and workflow actions.
- I'm a Brock employee needing to organize and store student document collections.

Below the list, a lock icon is followed by the text: "Site access is managed using the IT Security Request Form (SARF)."

Site Request and Provisioning Tool Demo


 COLLABORATION  COMMUNICATION  CUSTOM



AD-HOC

Ad-hoc sites allow informal working groups to connect, collaborate and create documents. Examples of when to use an Ad-hoc site:

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 Site access is managed by the site owner.

Store and collaborate on documents with informal working groups.

Site Request and Provisioning Tool Demo



Ad-hoc Site Request

Store and collaborate on documents with informal working groups.

The following requirements and restrictions apply:

- Url Path: <https://brocku.sharepoint.com/teams/>
- Storage Quota: 1TB in 5GB increments
- Sharing Settings: Internal sharing
- Retention Policy: 6 Month Lockdown - 1 Year Delete
- Available to: Faculty, Staff, Student

** Storage Quotas are automatically monitored. At 85% full, the Site Collection Owner is notified. The Site Collection Owner may increase the storage quota in 5GB increments up to 1TB.*

* : Required

Site Title *

My Demo Site



Site URL *

<https://brocku.sharepoint.com/teams/>

My-Demo-Site



Primary Site Owner *

Secondary Site Owner

Enter secondary site owner

Site Members

Enter site members

Request Ad-hoc Site

Site Request and Provisioning Tool Demo



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* : Required

Site Title *

My Demo Site



Site URL *

<https://brocku.sharepoint.com/teams/> My-Demo-Site

Primary Site Owner *

norman young

Norman Young (nyoung3@brocku.ca)

Enter secondary site owner

Site Members

Enter site members

Request Ad-hoc Site

Site Request and Provisioning Tool Demo



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Please do not close the browser window or navigate to a new url during the provisioning process.

⚙️ Checking Ad-hoc Site URL for duplicate (My-Demo-Site)

Provision Ad-hoc Site on SharePoint (May take up to 5 minutes)

Adding Site Owner(s) to Ad-hoc Site

Adding Site Members(s) to Ad-hoc Site

Adding Site Policies to Ad-hoc Site

Adding Help Desk ticket for Ad-hoc Site

Site Request and Provisioning Tool Demo



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Site Request and Provisioning Tool Demo



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✓ Provisioning Ad-hoc Site on SharePoint (May take up to 5 minutes)

✓ Adding Site Owner(s) to Ad-hoc Site

✓ Adding Site Members(s) to Ad-hoc Site

✓ Adding Site Policies to Ad-hoc Site

✓ Adding Help Desk ticket for Ad-hoc Site

Ad-hoc site successfully provisioned!

My Demo Site

Use the following link to navigate to the new Ad-hoc site.

<https://brocku.sharepoint.com/teams/My-Demo-Site>

Site Request and Provisioning Tool Demo

The screenshot displays a SharePoint site interface. At the top, a red navigation bar contains the Brock logo, the text 'SharePoint', and a search box labeled 'Search this site'. Below the navigation bar, the site title 'My Demo Site' is shown with the subtitle 'Ad-hoc'. A left-hand navigation pane lists 'Home', 'Documents', 'Recycle bin', and 'Edit'. The main content area features a '+ New' dropdown menu and a 'Page details' gear icon. On the right side, there are sections for 'Quick Links' with a link to 'Brock University' and 'Site Owner' with a profile for 'Norman Young, IT Manager, Data Architect'.

Brock | SharePoint


Search this site

Brock My Demo Site
Ad-hoc


Home
Documents
Recycle bin
Edit

+ New Page details

Quick Links

 Brock University

Site Owner

 Norman Young
IT Manager, Data Architect

Site Request and Provisioning Tool Demo

The screenshot displays the Microsoft Outlook interface. At the top, the 'Brock' logo is on the left, and the 'Outlook' title bar is in the center. A search bar is located to the right of the title bar. Below the title bar, a navigation pane on the left lists folders: Favorites, Folders, Inbox (with a '1' notification), Archive, To-Do, Junk Email, Drafts, Sent Items, Scheduled, and Deleted Items. The main content area is divided into three sections. The top section shows a list of messages with a 'Focused' tab selected. The selected message is from 'Brock IT Help' with the subject 'Ticket REQ-23831 has been completed. "A...' and a timestamp of '6:05 PM'. The bottom section shows the email content, which includes a header with the sender's name 'Brock IT Help', a timestamp 'Mon 7/15/2019 6:05 PM', and the name 'Norman Young'. The body of the email contains the following text: 'When replying, type your text above this line.', 'Hello,', 'Your ticket REQ-23831 - "Ad-hoc Site Request - My Demo Site" has been completed by SharePoint Provision. See below for details:', 'Ad-hoc Site Request - My Demo Site - Success', 'If this ticket has not been completed to your satisfaction, please reply to this email within 7 business days which will keep the ticket open and notify the assigned agent(s).', and 'You can view the ticket here: View Item Details= [Click here to view Request in Browser](#)'.

Brock | Outlook | Search

+ New message | Delete | Archive | Junk | Sweep | Move to | Categorize | Undo

Favorites

Folders

Inbox 1

Archive

To-Do

Junk Email

Drafts

Sent Items

Scheduled

Deleted Items

Focused | Other | Filter

Brock IT Help
Ticket REQ-23831 has been completed. "A...
When replying, type your text above this line. 6:05 PM

Brock IT Help
Mon 7/15/2019 6:05 PM
Norman Young

When replying, type your text above this line.

Hello ,

Your ticket **REQ-23831** - "Ad-hoc Site Request - My Demo Site" has been completed by **SharePoint Provision**. See below for details:

Ad-hoc Site Request - My Demo Site - Success

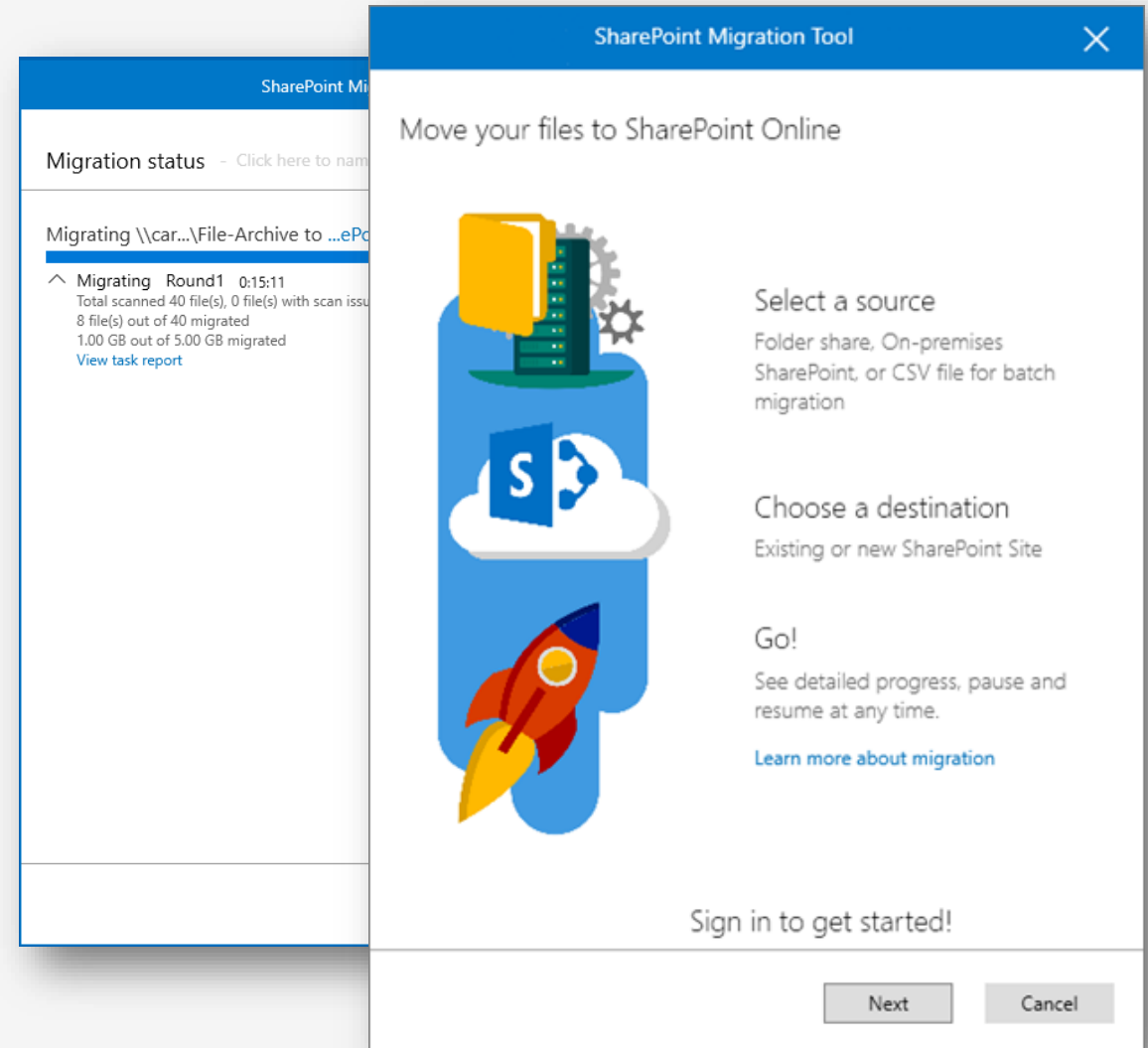
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Team sites

On-premise migrations to the cloud

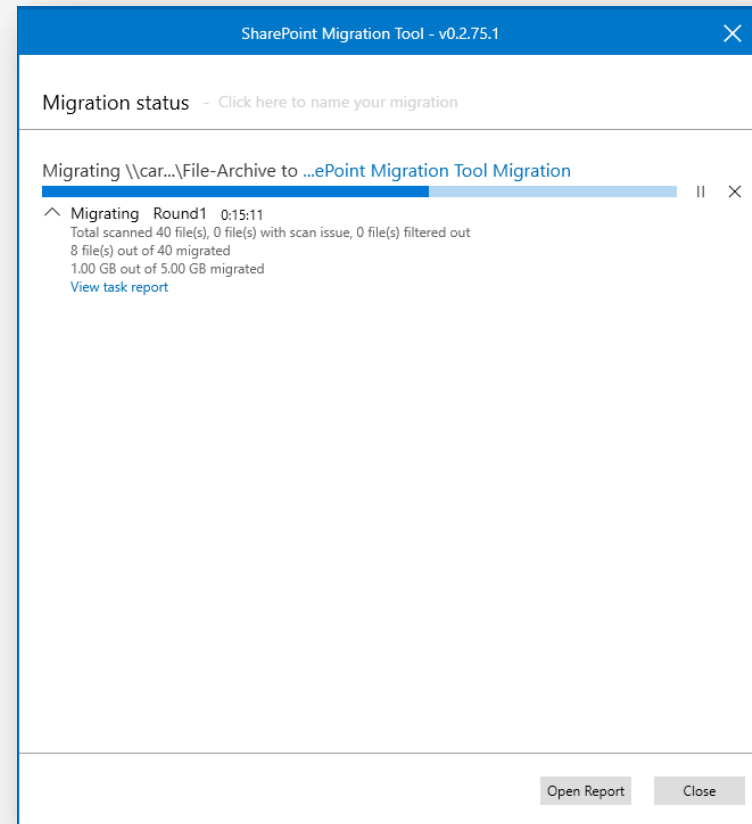
- Assess content.
- Help optimize storage for end users.
- Plan storage.
- Sharegate Desktop.
 - Many advanced features.
 - Not just for file share migrations.
- SharePoint Migration Tool.
 - Great for straight forward file share migrations.



On-premise migrations to the cloud

Lesson's Learned:

- 1 Plan storage requirements.
- 2 Incremental loads are your friend.
- 3 Throughput matters.
- 4 Preserve modified by and date information.
- 5 Don't limit migrations to on-premise storage.



Thank you for attending!

Want to know more?

[Visit the SharePoint blog](#)

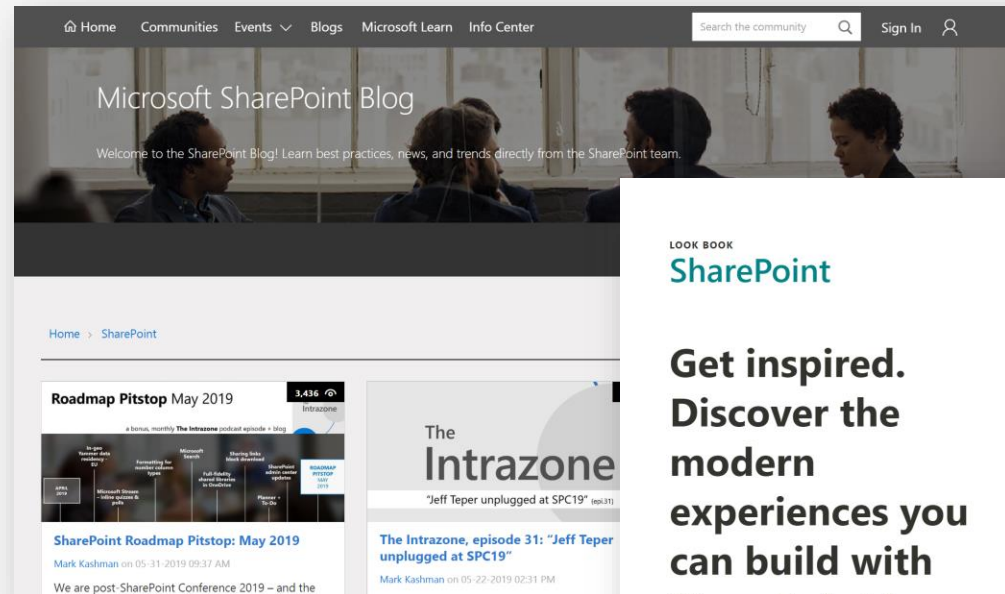
Want to get inspired?

[Get the SharePoint Look Book](#)

Want to connect?

[Linkedin.com/in/norm-young](https://www.linkedin.com/in/norm-young)

[Twitter.com/stormin_30](https://twitter.com/stormin_30)



LOOK BOOK
SharePoint

Get inspired.
Discover the
modern
experiences you
can build with
SharePoint in
Office 365.

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