

M365 Information Governance and Strategy

Service Summary

This service provides strategic advisory and delivery support for Microsoft 365 Information Governance. It helps organisations design and implement policies, controls and lifecycle management to ensure information is managed securely, compliantly and effectively across Microsoft 365.

Our services include carrying out the technical architecture and Microsoft Purview implementation of the information and data governance foundations through Information Asset Register controls. We can also design and build an integrated Intranet front-end and document library back-end solution.

Scope of the Service

Governance and development across Microsoft 365 services including SharePoint Online, Teams and OneDrive, covering information architecture, lifecycle management, retention, sensitivity, ownership and adoption.

What's Included

- Discovery and assessment of current information landscape
- Governance and ownership model definition
- Metadata, taxonomy and content type design
- Retention and sensitivity policy design and implementation
- Information Asset Register (IAR) support
- Training and guidance for administrators and users
- Governance documentation and artefacts

What's Not Included

- Legal advice
- Software licensing
- Hosting or infrastructure services
- Incident response or forensic investigation
- Ongoing managed services (unless separately agreed)

Deliverables

- Governance framework documentation
- Metadata and taxonomy definitions
- Retention and sensitivity configurations in Purview and target systems
- Information Asset Registers
- Training materials and handover documentation

Support and Maintenance

Ongoing support and maintenance of M365 environment can be offered as an additional service. The scope and details of which would be part of a separate workstream.