



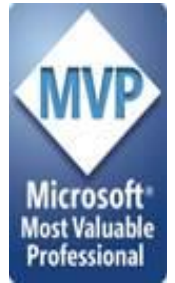
Microsoft Teams, Office 365 Groups, and SharePoint Sites Provisioning

Tuesday, September 10, 2019
12 - 1 PM Eastern Time

Peter Carson



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- Office Apps and Services Microsoft MVP
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- Twitter @carsonpeter
- President Toronto SharePoint User Group



2008

Envision IT built custom Extranet solution

2010



2012

Extranet User Manager (EUM) Installer created



Office 365 support

2014

2015

EUM Brand and Website launched



International Association of Microsoft Channel Partners
Apps Development Partner Award 2015
WINNER - CANADA Region



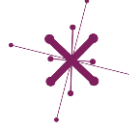
Azure B2B support

2017

Channel Partner program launched

2018

EUM V4 Launched



2019

User-Centric EUM Login launched

2009



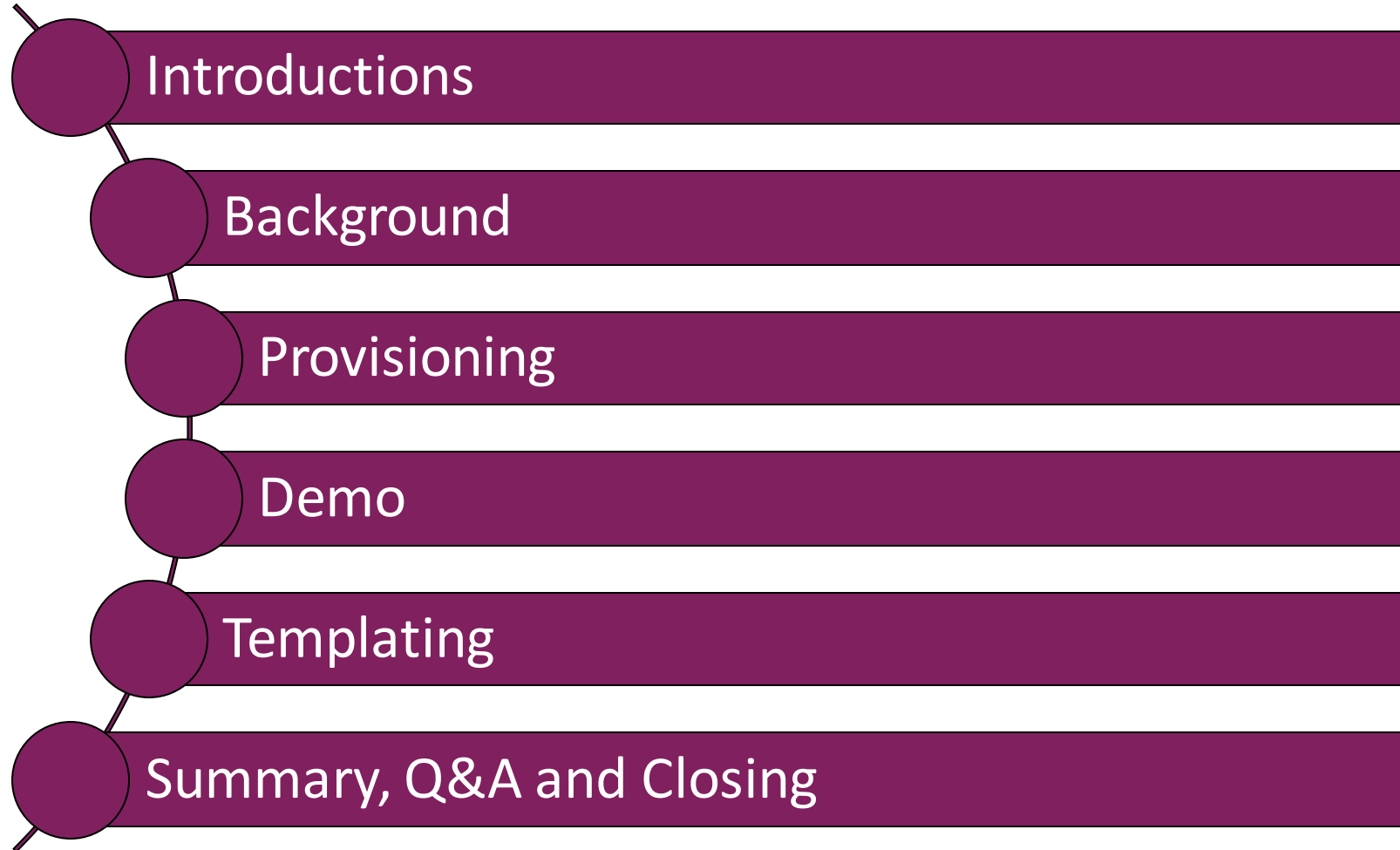
2011

Productization of code base begins

Customers around the Globe



Agenda



**Poll – Which do
you use today?**



Office 365



SharePoint On Premises



Microsoft Flow



Azure Automation

Microsoft PnP (Patterns and Practices)

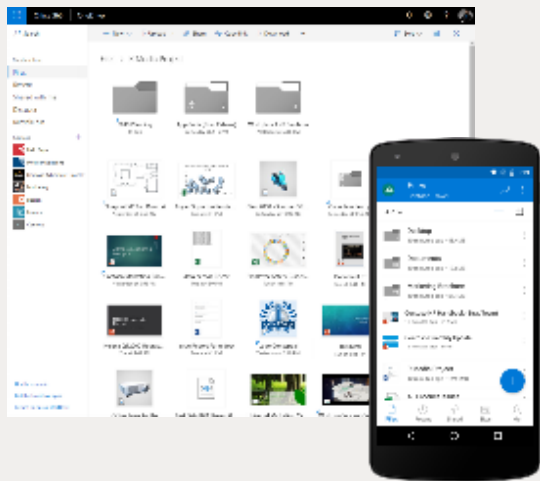
SharePoint Online



- **Communicate and Collaborate**
- **Corporate Intranet**
- **Team Sites**
- **Forms and Workflows**

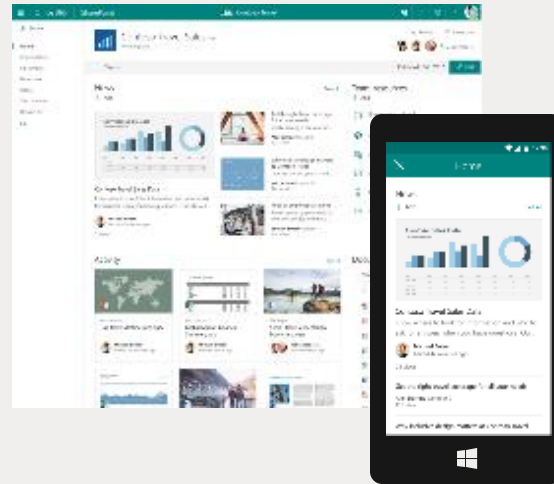
Three places to work

Personal files



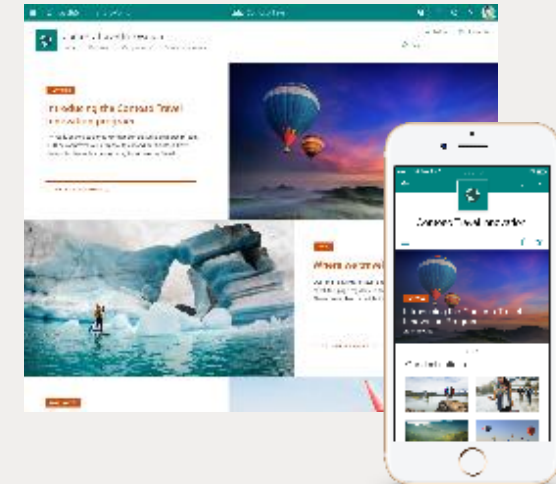
Private by default

Team sites



Share content with your group

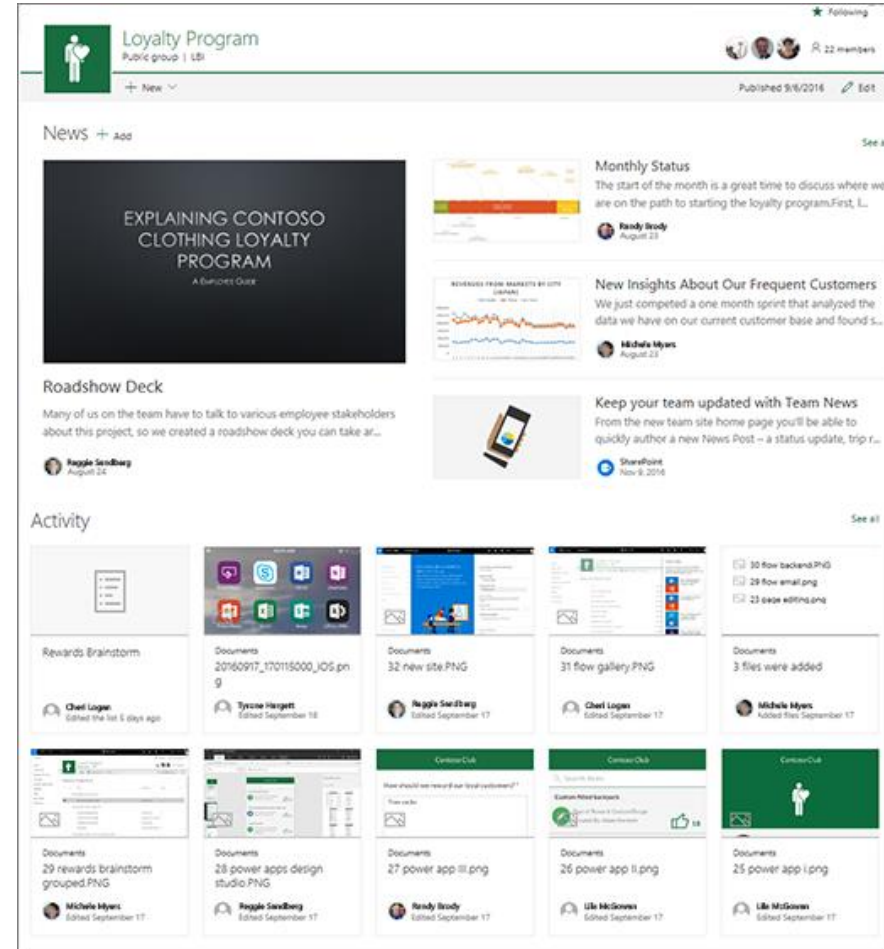
Communication sites



Inform and engage a broader audience

SharePoint – Team Sites

- By default, all members are content authors
- Department, Committee, or Project Collaboration
- External Sharing with Clients, Vendors, or Partners
- Collaboration-focused



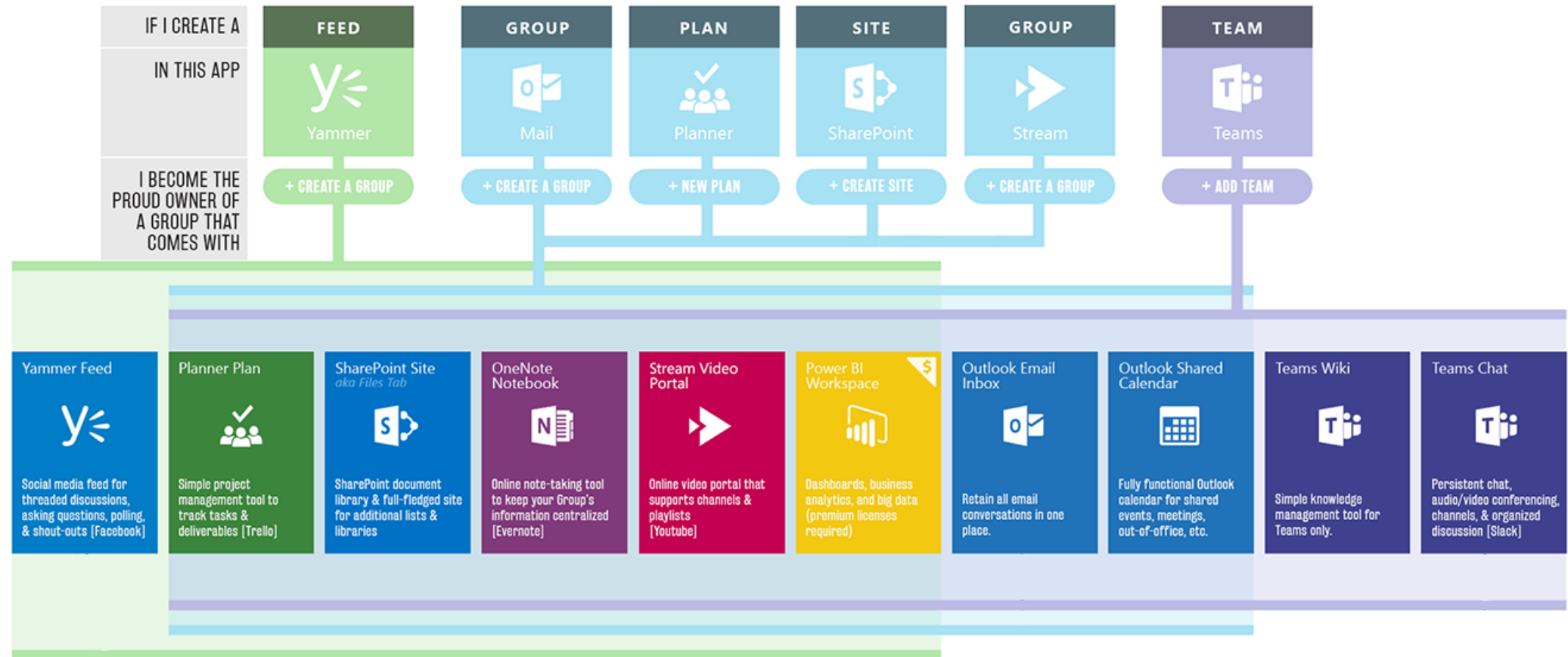
Microsoft Teams



- **Replacing functionality of Skype for Business:**
 - Persistent chat
 - Presence
 - Audio and video calls
 - Online meetings and sharing
 - Files (SharePoint)
- **Org wide channel eliminates need for Yammer for most organizations**
- **Microsoft has positioned Teams as the launchpad to O365 services**
- **Each Team is connected to an O365 Group**

<https://products.office.com/en-us/microsoft-teams/group-chat-software>

Office 365 Groups



Matt Wade - <http://icansharepoint.com/everyday-guide-office-365-groups/>

Project Sites

Project Management Site Wish List circa 2015

- **Exchange email and calendar support**
- **OneNote for ad-hoc note taking**
- **Full SharePoint document libraries**
- **Custom lists**
 - Tasks, Issues, Risks, Decisions
 - Top level Client and Project lists
- **Sharing with External Users**
- **External systems**
 - Financial, time tracking, bug tracking



Current Project Management Wish List

- **Templated SharePoint Team Site**
 - Full SharePoint document libraries
 - Custom lists - Tasks, Issues, Risks, Decisions
 - Sharing with External Users
- **Microsoft Teams for project member communication**
- **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...**
 - Embedded 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 Office 365 Group**
 - Conversely, an Office 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

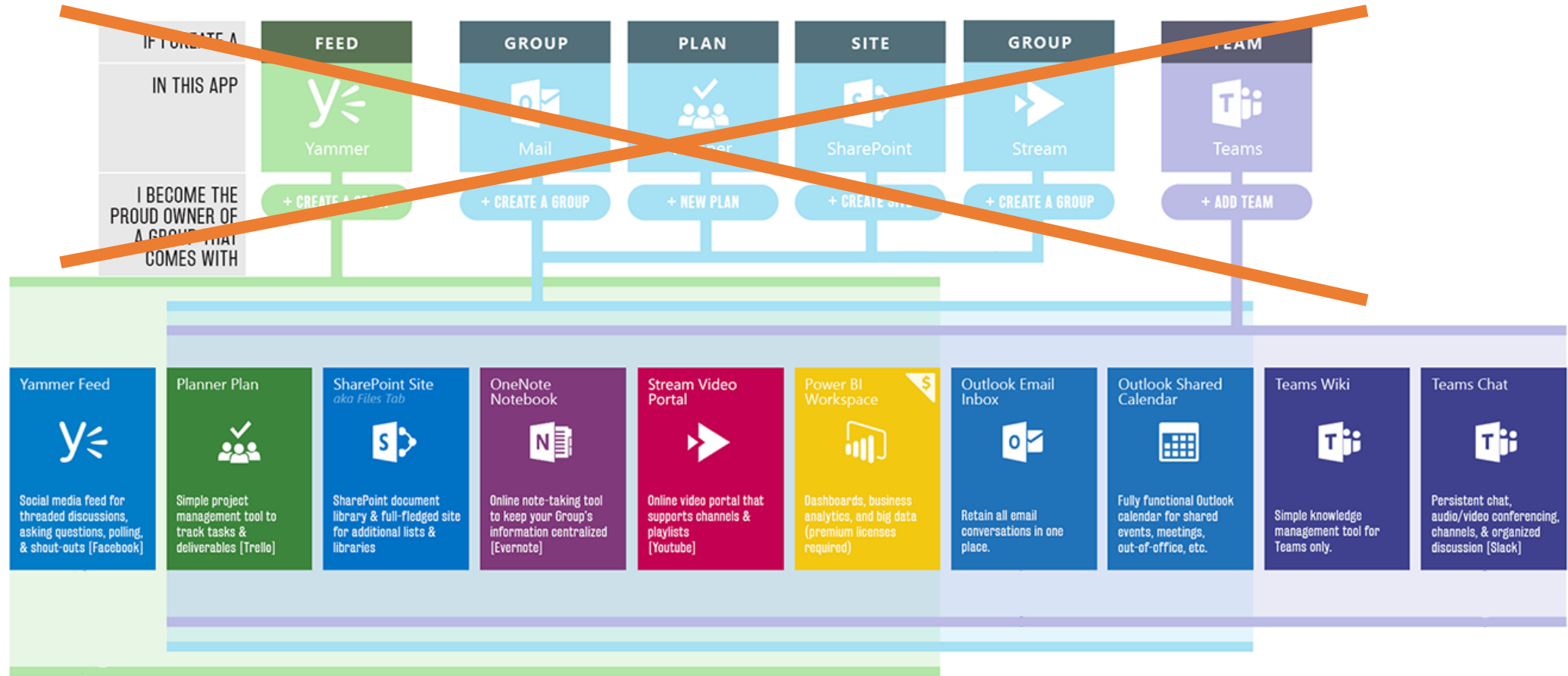


- **Live and on-demand events in Office 365**
- **Teams puts recordings into Stream automatically**
- **Groups and Channels**
- **Speech to text, auto-generated closed captions, and face detection features**

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

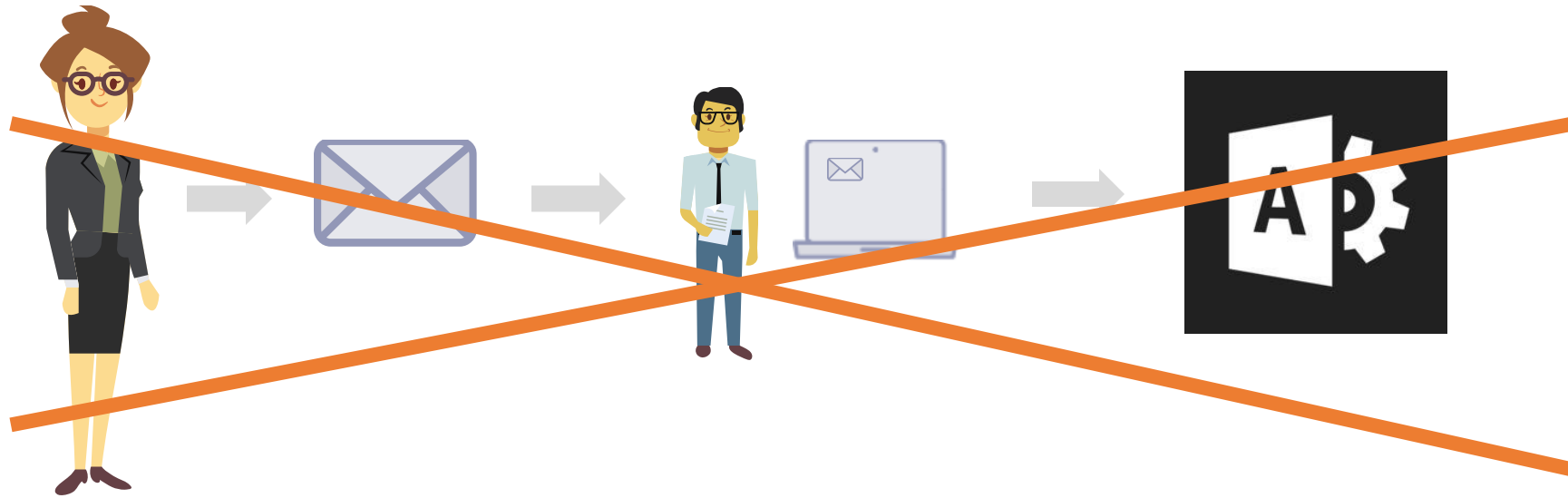
Provisioning Teams Office 365 Groups and SharePoint Sites

Office 365 Groups

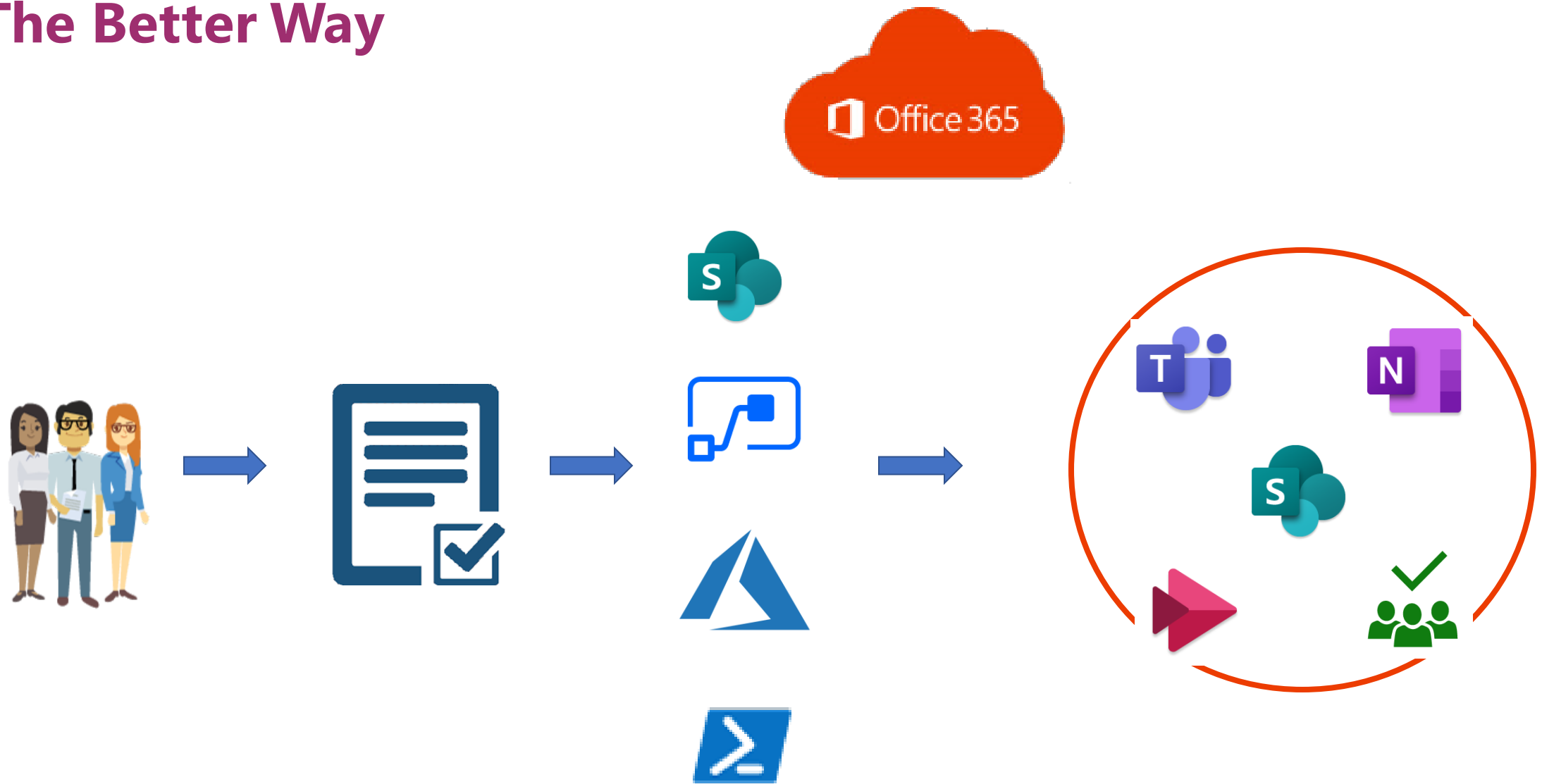


Matt Wade - <http://icansharepoint.com/everyday-guide-office-365-groups/>

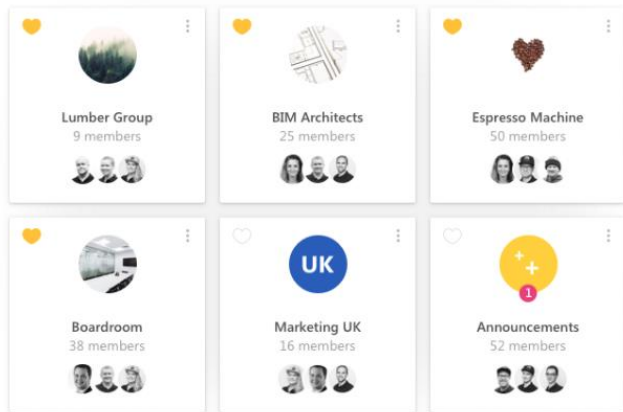
Manual IT Provisioning



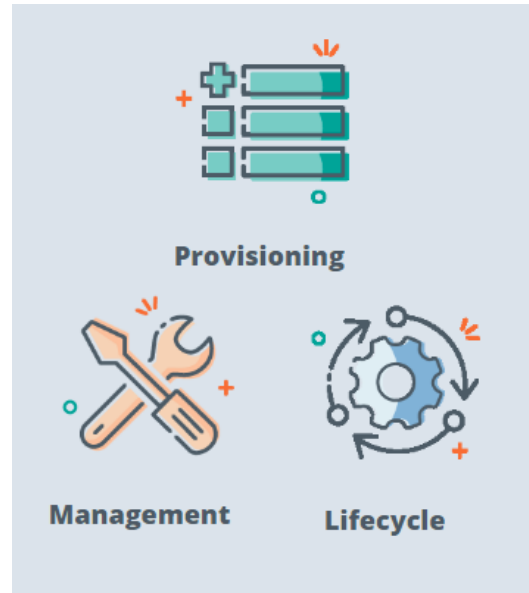
The Better Way



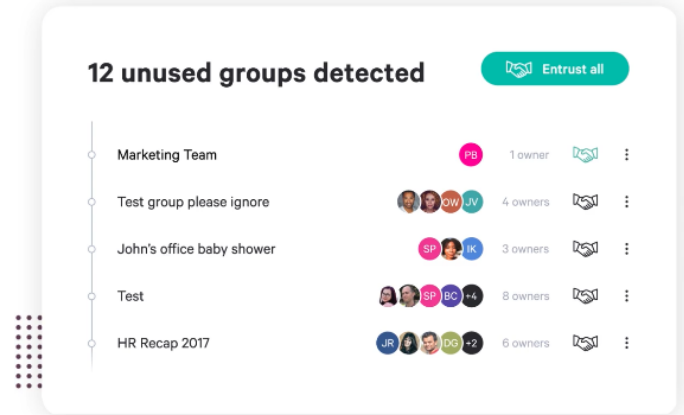
Third Party Alternatives



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



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

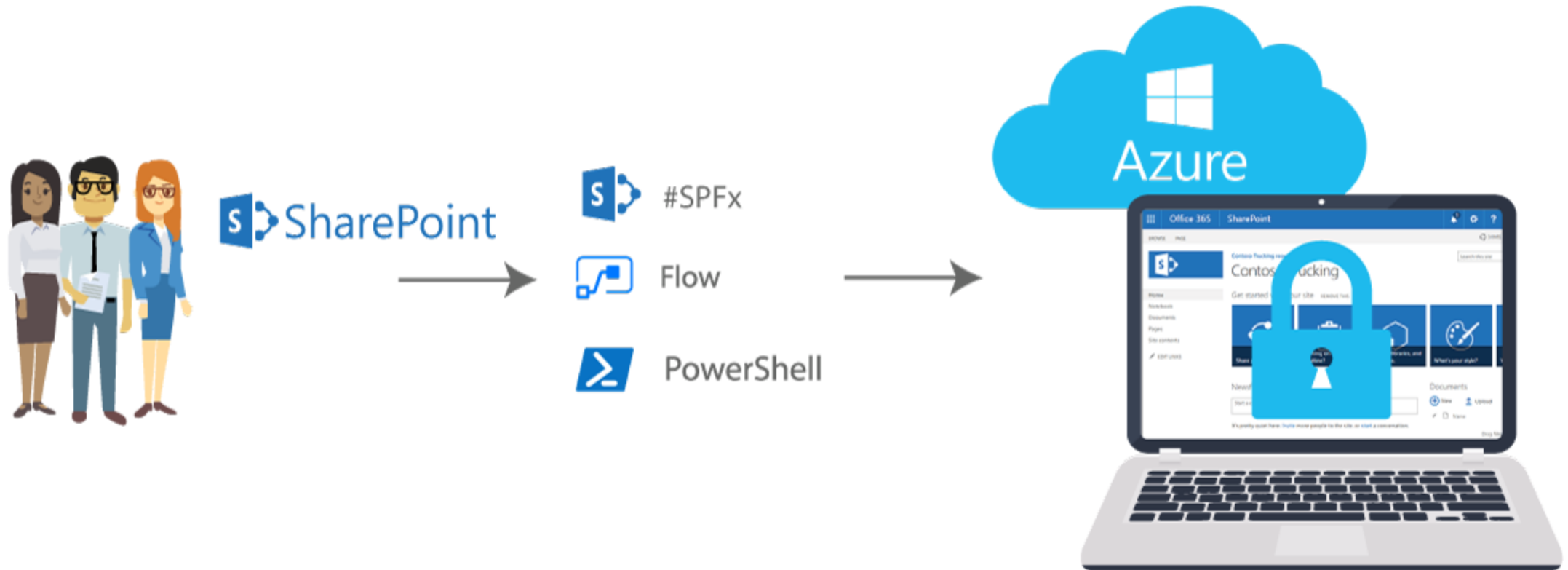


<https://sharegate.com/products/sharegate-apricot>

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, Office 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

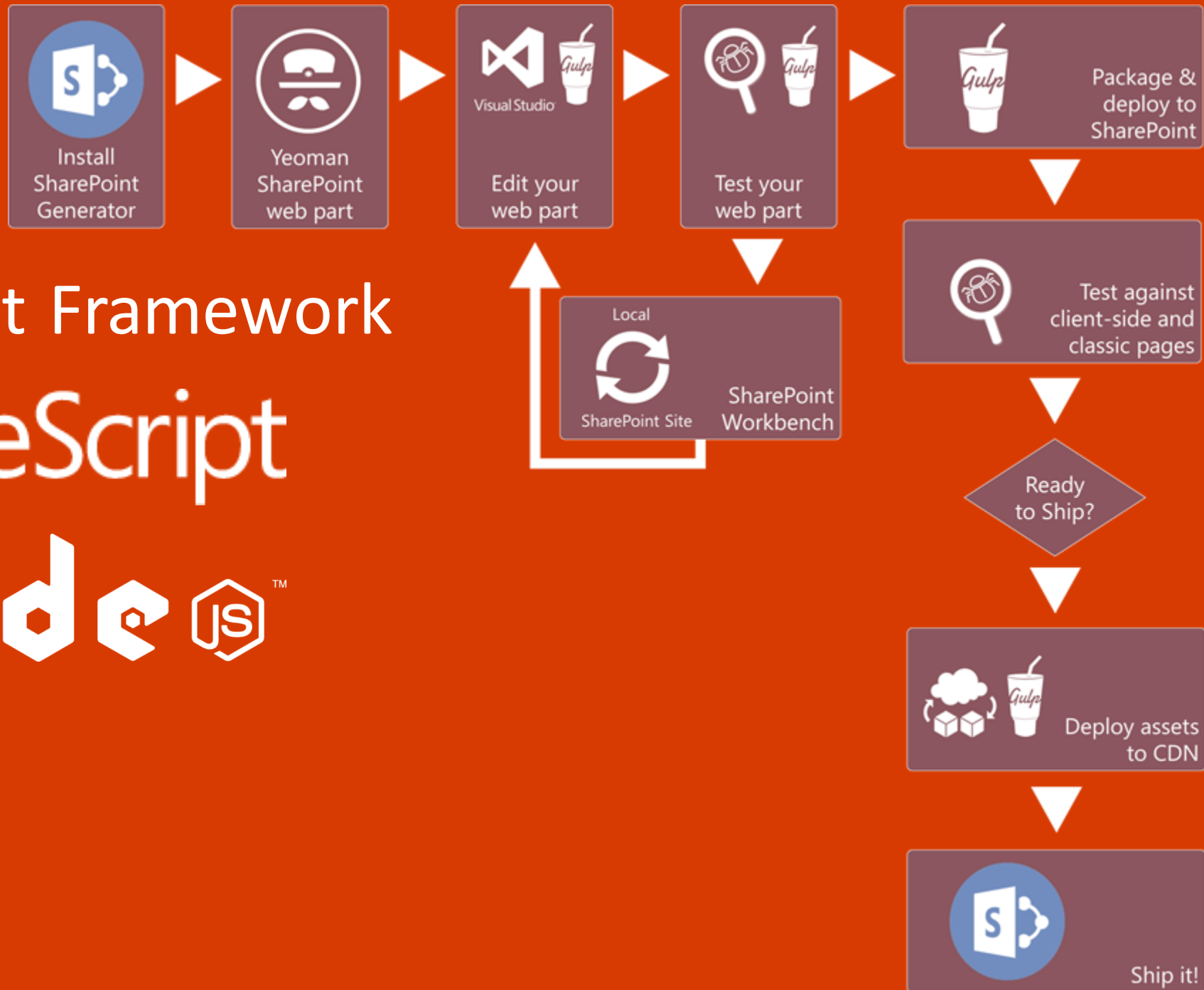


Solution Overview

- **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**

SharePoint Framework

TypeScript



Site Request Form

Site Request

Division *
Temporary Demos

Site Template *
Modern Team Site

Title *

Purpose

Alias

Public Group
 Yes





Create Team
 Yes

Submit Cancel

- **Supports multiple different site templates**
- **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

Sites

 Private Group - No Approvals This group is private and is not shown on the list page of all public groups. To join the group you need the invitation URL. Joining a group is done immediately with no approvals required.	 Private Group with Approval This group is private and is not shown on the list page of all public groups. To join the group you need the invitation URL. Joining a group submits a request for approval before you are added to the group.	 Public Group - No Approval This is a Public Group that anyone can join. It does not require approval.	 Public Group with Approval This is a Public Group that anyone can request to join. The user will be notified via email once the request has been approved.
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- **Displays Sites from the Sites list**
- **Filters down to sites under a Parent URL**
- **Different views**
 - Tile
 - List
 - A – Z List

Demo Sites

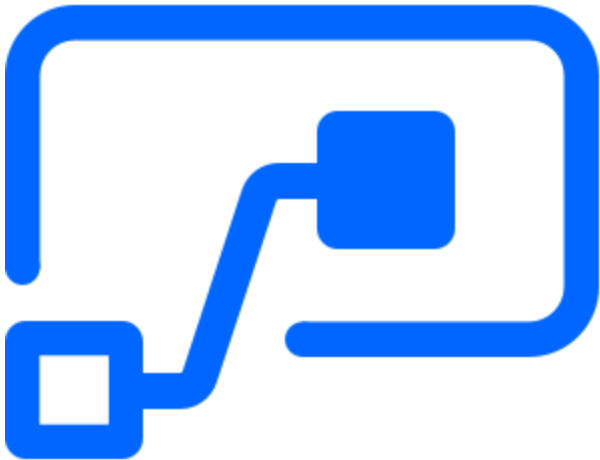
[Private Group - No Approvals](#)
[Private Group with Approval](#)
[Public Group - No Approval](#)
[Public Group with Approval](#)

All Sites

A B C E F H I K L M N O P R S T V W

[About Us](#)
[Annual reports](#)

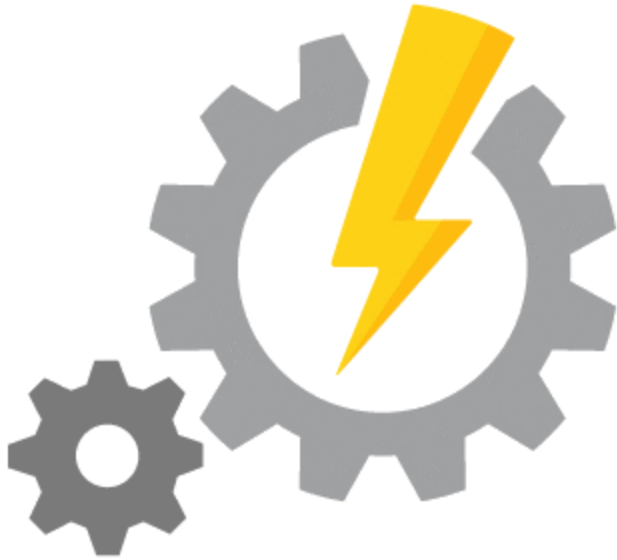
Microsoft Flow



- **Create automated workflows between your favorite apps and services**
- **Get notifications, synchronize files, collect data, and more**
- **Connect Triggers with Actions**
- **Supports both Microsoft and third party apps**
- **Standard connectors used in this solution**
 - SharePoint Online
 - Approvals
 - Azure Automation
 - Office 365 Outlook
- **Custom connectors can connect to any system**
 - EUM

<https://flow.microsoft.com/en-us/>

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>

SharePoint Patterns and Practices

Code samples

Reusable components and solutions

Guidance documentation

Monthly community calls

Case Studies

SharePoint Framework

SharePoint add-ins

Microsoft Graph, Office 365 APIs etc.

Remote provisioning and client side development

<http://aka.ms/SharePointPnP>



PnP Provisioning Engine

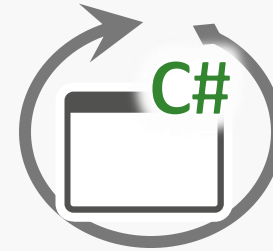
Part of the SharePoint PnP initiative deliverables

- Open source, community-driven

Released originally spring 2015

Can be used using managed code or with PnP PowerShell

Extract templates from existing sites and optional serialization



Available as NuGet package for code and also from PnP PowerShell



Connectors

Connectors to store templates and potentially assets to file system, SharePoint or Azure storage.



JSON

XML

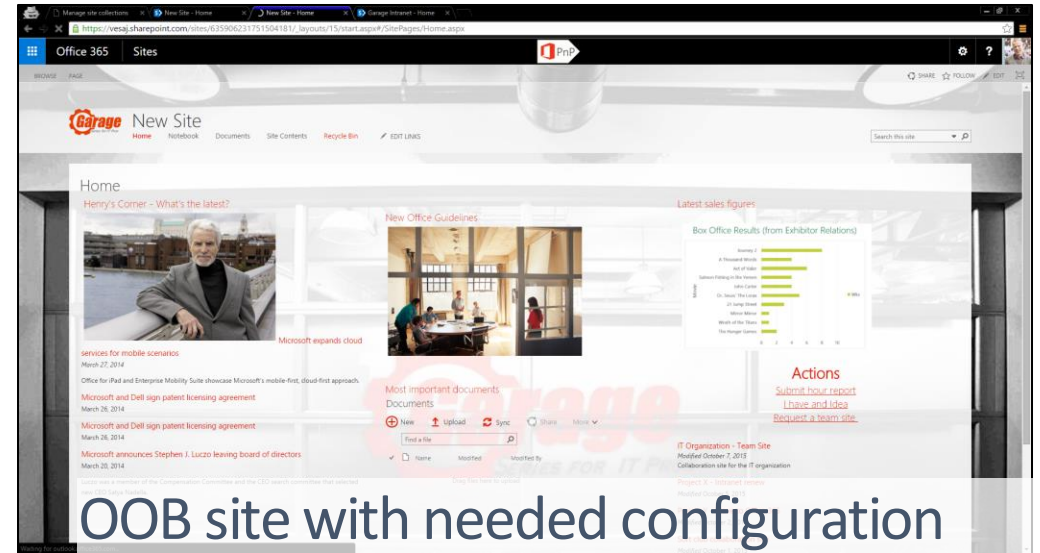
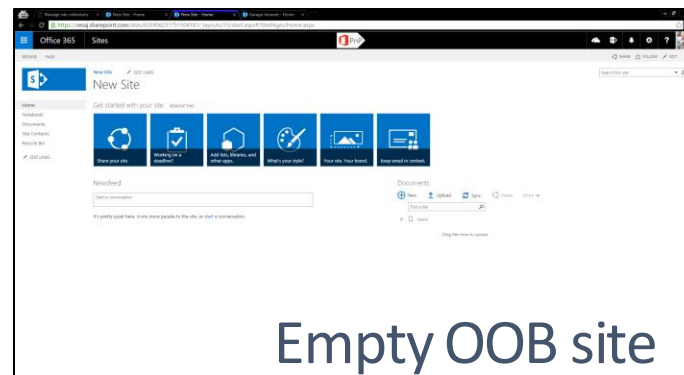
You can use code to create and apply templates, but you can also serialize them, if needed



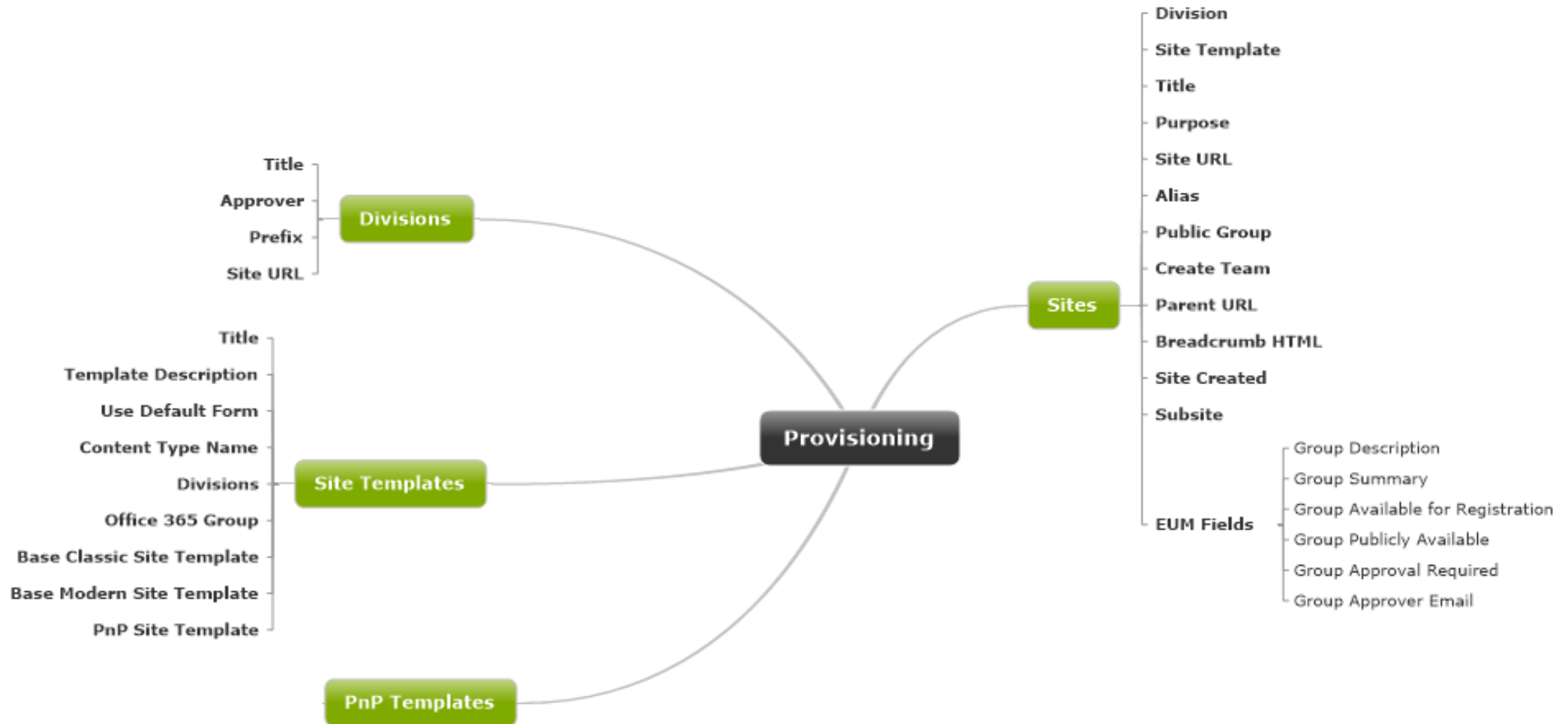
.pnp

OpenXML based template with configuration and assets, like images or theme definitions

PnP Provisioning Engine – Export/Import



Information Architecture



Project Documentation

- **Source code is available on GitHub at**
<https://github.com/petercarson/eum-sites/tree/V2>
- **Full consolidated whitepaper with step by step instructions**
<https://www.extranetusermanager.com/resources/articles/site-provisioning-whitepaper-v2>

Solution Demo

Office 365 Groups and Teams Governance

Envision IT Teams Governance

- **Create a Microsoft Team, Office 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

Office 365 Group Elements



Teams – Channels



SharePoint - Document Library Folder



OneNote - Notebook Section



Stream - Group Channel



Planner - Multiplan

Microsoft Teams

Search for or type a command

Activity

Chat

Teams

Meetings

Files

Get app

Store

Help

Your teams

- Office 365 Groups
- General
- Project One

Office 365 Groups > General ...

Public

Conversations Files OneNote Planner Stream +

Welcome to the team!

Here are some things for you to get started...

- Add more people
- Create more channels
- Open the FAQs

Today

Peter Carson has created channel Project One. [Hide channel](#)

Start a new conversation. Type @ to mention someone.

✎ 📎 😊 📺 🗣️ ⋮



Office 365 Groups

Public group

★ Following

1 member

Home

Conversations

Teams

Documents

Shared with us

Notebook

Stream

Planner

Pages

Site contents

Recycle bin

Edit

+ New | ↑ Upload | ↻ Sync | 📄 Export to Excel | ⚙ Flow | ...

All Documents | 🔍 | ⓘ

Documents

Name	Modified	Modified By	+ Add column
General	3 hours ago	Peter Carson	
Project One	3 hours ago	Peter Carson	

Stream

Home Discover My content Create Search

General
Office 365 Groups

FOLLOW 1 0


Drag more files anywhere, or [select more files](#) to upload

Search for videos

Search for videos ...

Sort by

Trending

NAME	STATS	UPLOADER	PUBLISHED	ACTIONS
 <p>External Sharing in SharePoint and OneDrive</p>	1 0 0	Peter Carso	18/06/2019	

Planner

OG General ☆
Office 365 Groups > General

Board Charts Schedule ...

Members Filter (0) Group by Bucket

To do

Add new bucket

+

Enter a task name

Set due date

Assign

Add Task

New plan

Planner hub

My tasks

Favorites

Recent plans

General

Project One

Get the Planner app

Microsoft Teams

Search for or type a command

Activity

Chat

Teams

Meetings

Files

Get app

Store

Help

Your teams

- Office 365 Groups
- General**
- Project One
- EUM Groups Web Part

Office 365 Groups > General ...

Public

Conversations Files OneNote Request a New Channel 2 more +

Request a New Channel / Section

Purpose:

Enter text here...

- Team / SharePoint
- OneNote
- Stream
- Planner

Submit Request

Join or create a team

Office 365 Group Elements

Request a New Channel / Section

Purpose:
Enter text here...

- Team / SharePoint
- OneNote
- Stream
- Planner



Teams - Create New Channel - **Tabs**



SharePoint - Document Library Folder



OneNote - Add Notebook Section



Stream - Create Group Channel



Planner - Add Multiplan

Webinar Survey

- **Email**
- **Feature prioritization**
- **White paper and GitHub solution feedback**
- **Free 45 minute online consultation**
- **Interest in co-funding**

https://forms.office.com/Pages/ResponsePage.aspx?id=6qI2LRogWE6_qnBLrVi5Q34jW3JssKhKos0LaRz5415URTM4WEITMVNUSThIWUxPV0M5TURHRTEzMi4u

Wrap-Up Points

- **Office 365 Groups are a great way to manage projects**
 - SharePoint, conversations, calendar, OneNote, Skype, Planner, Delve
- **You don't need to start with everything, choose what makes sense for your organization**
- **Be prepared for change, Office 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**

Upcoming Events



Extranet User Manager Webinar
EUM Test Drive
October 9, 2019
12 pm – 1 pm EST

Eum.co/events



Microsoft Ignite
November 4-8, 2019
Orlando, FL

<https://www.microsoft.com/en-us/ignite>



SharePoint Fest Chicago
December 9 - 13, 2019

<https://sharepointfest.com/Chicago/>

Thank you!

Questions?

