



A Division of General Networks

Intelligent Information Management for Microsoft 365

Organize your Teams, SharePoint,
& OneDrive content

www.iimpractice.com

Gold
Microsoft Partner





\$1.7M
PER YEAR
PER 100 EMPLOYEES

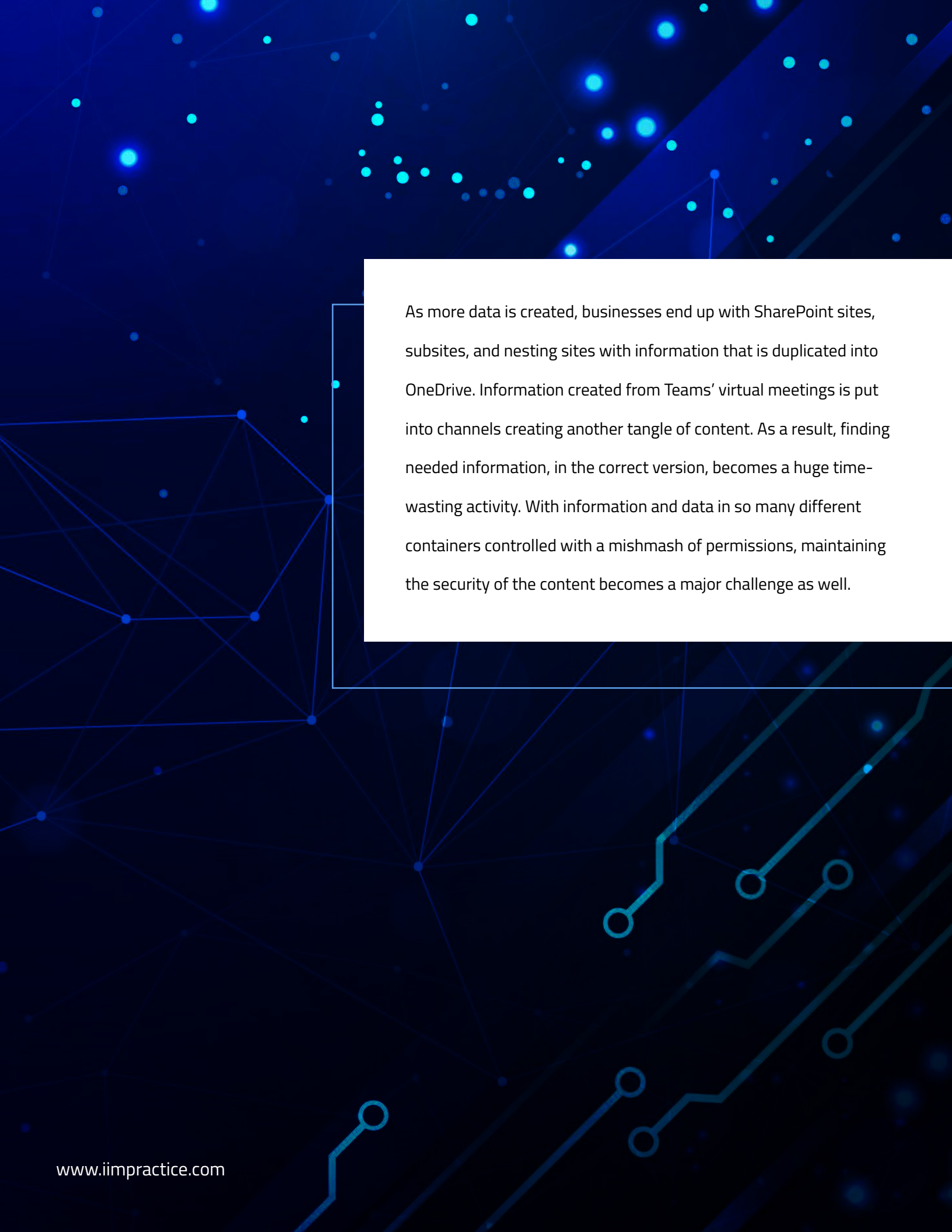
[INTELLIGENT INFORMATION MANAGEMENT FOR MICROSOFT 365]

According to a recent study, data professionals are squandering half their time every week — 30 percent searching for, governing, and preparing data and 20 percent duplicating work. As the amount of data continues to grow, and technology makes it easier to create and share data, a lack of governance over this content explosion continues to impact knowledge worker's productivity. The cost to U.S. organizations? \$1.7M per year, per every 100 employees.¹

“ The Microsoft 365 universe of solutions—Teams, SharePoint, and OneDrive—has made creating and sharing data easier than ever.

These flexible solutions have simplified collaboration in the growing remote worker world. But as beneficial as these tools are, there is no overriding governance on how information should be organized. The end result is a massive network of shared drives of folders in various structures.

¹The State of Data Discovery and Cataloging, IDC InfoBrief, January 2018

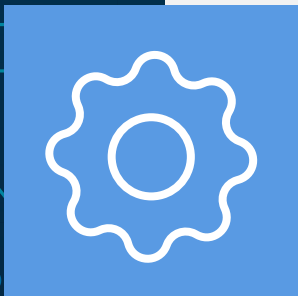


As more data is created, businesses end up with SharePoint sites, subsites, and nesting sites with information that is duplicated into OneDrive. Information created from Teams' virtual meetings is put into channels creating another tangle of content. As a result, finding needed information, in the correct version, becomes a huge time-wasting activity. With information and data in so many different containers controlled with a mishmash of permissions, maintaining the security of the content becomes a major challenge as well.



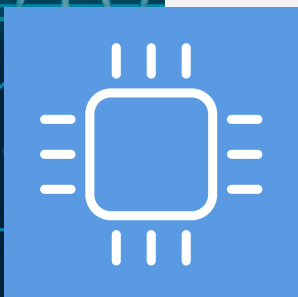
PEOPLE

- Identify all roles in each department
- An engagement process with templates to facilitate workshops



PROCESS

- Automated SharePoint site/library provisioning process
- Content governance processes
- Engagement process that addresses all platforms that users access
- Allows taxonomy to evolve with the organization
- Allows information governance to manage content at the enterprise level



TECHNOLOGY

- Tool set vs. solution
- SharePoint architecture for search, branding, navigation, and flexibility
- Gimmel for content governance
- Active navigation for redundant, obsolete, and trivial content (ROT analysis)
- Taxonomy as a tool for users

[THE INTELLIGENT INFORMATION MANAGEMENT (IIM) SOLUTION]

Unfortunately, many companies may not even realize they have a problem. They roll out the M365 applications as technical solutions that can help the business, but they haven't considered the implications to content management. They only notice the issue as their storage needs begin to expand out of control.

“ The Intelligent Information Management (IIM) solution addresses the lack of content governance and control.

We are one of only a few content management organizations that offer not only the strategic roadmap, but also a team of engagement specialists to help you implement the comprehensive content management plan. Our program involves your total organization to solve the problem — people, process, and technology.

CONTACT US
TO SCHEDULE A
COMPLIMENTARY
CONSULTATION TO GET
STARTED ON TAMING YOUR
CONTENT JUNGLE

[END STATE VISION]

- A. Are your users confused about when to use Teams, OneDrive or SharePoint?
- B. Does your organization have a roadmap for integrating your goals for compliance, privacy, and findability? Does it include Teams?
- C. What are your solutions for making documents findable? Do you have a taxonomy and records management architecture?
- D. Is your SharePoint architecture flexible enough to adapt to organizational changes?
- E. Do you have a security and permission design that is manageable?

How much of your content is “ROTten?”

Redundant, obsolete, and trivial (ROT) content is one of the leading causes of content mismanagement. What is content ROT? It is information that is:

- Not needed for business
- Not needed for compliance
- Not accessed for a long time
- An exact or near duplicate of other content

One survey revealed that 33% of the content of global companies is ROT. The Compliance, Governance, and Oversight Council has estimated that many large companies spend over \$34 million to store and protect data they could harmlessly delete.³

IRM can help clean up your unnecessary content with a ROT Cleanup workshop that helps you find and delete ROT and apply an in-place retention protocol to prevent ROT from growing in the first place.

CONTENT GOVERNANCE ROADMAP

- **Enterprise Assessment**
Review current content landscape and challenges
- **Content Strategy Development** Assign roles & responsibilities, decide on data placement, create policies and standards, develop a change management plan
- **Proof of Technology**
Select & validate technology, analyze provisioning process
- **Pilot Program**
Departmental engagement & onboarding, establish support team, update engagement plan
- **Rollout**
Go live

IT CONTENT GOVERNANCE CONSIDERATIONS

- Information architecture
- Use of groups – what group features, group management
- Templatizing lists, document libraries, and web parts
- Use and implementation of content types and content type hub
- Security approaches and best practices
- Enablement of app store
- Licensing considerations
- External users' governance and sharing policies

²Veritas Global Databerg Report, March 2016

³How Controlling Data ROT Will Save Your Company Money
by Garrett Hollander, M-Files Blog.

[WHY CHOOSE IIM CONSULTING?]

We are the Intelligent Information Management Practice, a group of content management experts who help you solve your collaboration, compliance, and search challenges to improve your organizational performance. The benefits we bring to you include:

- More than 20 years of providing practical solutions to content management problems
- A focus on business outcomes, not just technology solutions
- Helping you address your change management challenges including development of your maturity level with compliance, information governance, and technology implementation

We are not armchair consultants. We have been in your shoes so we have first-hand knowledge of the content management challenges you face.

We work as an extension of your team, not as outside consultants and this collaborative process ensures you get the results you need.

Contact us to schedule a complimentary consultation to get started on taming your content jungle.

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