MS TEAM Creation

Guidance and Best Practices

Test MS TEAM

DEFINED

"A Test Team is a *SandBox that is created to test functionality before provisioning the solution being tested in a LIVE team. It's a development environment and is not officially recorded as an active TEAM.

QUESTIONS to Ask Requestor

Is the Requestor within the IT Team and testing an environment prior to a LIVE Team?

GUIDANCE

1) Create an MS TEAM with an estimated Expiration date.
2) The MS TEAM should be named with TEST at the beginning of the name.

Department MS TEAM

DEFINED

1) A Department Team is created based upon a department or segment within EDF RE.

2) This can include SERVICES that the Department provides to internal customers. The SERVICES can be created as a CHANNEL.

QUESTIONS to Ask Requestor

Is the Requestor the manager of a Department or Segment?

GUIDANCE

1) Verify that there is not an existing MS TEA.M.
2) Create an MS TEAM.

Community of Practice MS TEAM

DEFINED

A Community of Practice Team may be created for a group who interacts around a subject matter expertise. The group communicates, creates best practices, and evolves on the how to do the tasks with more efficiently as they interact regularly.

QUESTIONS to Ask Requestor

Is the Requestor the manager of a Community of Practice or Expertise?

GUIDANCE

1) Verify that there is not an existing MS TEA.M.
2) Create an MS TEAM.

Product MS TEAM

DEFINED

A Product Team is created to collaborate, cross-functional teams that work to achieve the common outcome of creating an exceptional product. NOTE: A Product Team will have Project Channels within it.

QUESTIONS to Ask Requestor

Is the Requestor the manager of a Product Team?

GUIDANCE

1) Verify that there is not an existing MS TEA.M.
2) Create an MS TEAM.

Project MS TEAM

DEFINED

A Project Team is created for a group of individuals who work towards a common goal. They share responsibility for specific outcomes.

NOTE: Prior to creating a Project Team it should be determined if it can be categorized as one of the other MS Teams types.

QUESTIONS to Ask Requestor

(1) Is the requesting Team within a *Product*?

- YES → GUIDANCE: Create a CHANNEL within the *Product* MS Teams
- NO → Go To Question **(2)**

(2) Is the requesting Team within a *Department*?

- YES → GUIDANCE: Create a CHANNEL within the *Department* MS Teams
- NO → Go To Question **(3)**

(3a) Does the requesting Team need to Store Documents?

- YES → Go To Question **(3b)**
- NO → GUIDANCE: Create a *Group CHAT.*

(3b) Could the requesting Team Store Documents in Product, Record Mngt or a Team Folder?

- YES → GUIDANCE: Create a *Group CHAT.*
- NO → GUIDANCE: Create a MS TEAM with an estimated Expiration date.