

# SharePoint Online vs. MS Teams

A POV: On the right use cases for each


July, '21



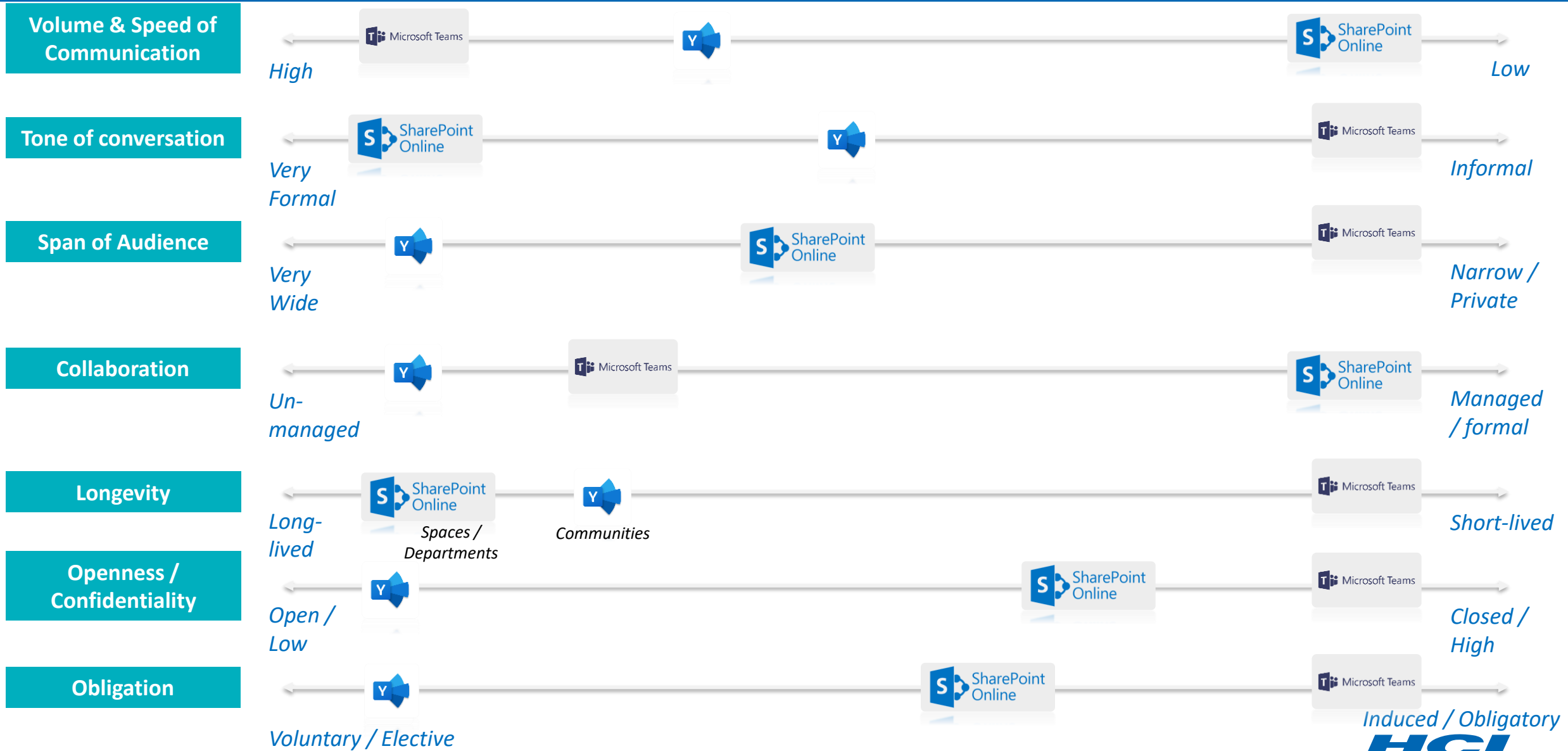
Microsoft M365



# SharePoint vs MS Teams – A Quick Glance

	SharePoint Online	MS Teams
Typical Scenarios	<ul style="list-style-type: none"> <li>• Portals</li> <li>• E2E Content Management – DMS, WCM</li> <li>• Web Content Management, Other Unstructured Content</li> <li>• Departmental Sites with Content Creation &amp; Curation</li> <li>• Org-wide announcements and News</li> <li>• Project Workspaces</li> </ul>	<ul style="list-style-type: none"> <li>• Unified Communication</li> <li>• Real-time collaboration – messaging chats</li> <li>• Short-lived channels and teams</li> <li>• Ad-hoc conversation</li> </ul>
Non-Document type of content	<ul style="list-style-type: none"> <li>• Suitable</li> <li>• <i>For example, lists (custom, OOTB), calendar, events, Q&amp;A etc.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Not Suitable</li> </ul>
Metadata	<ul style="list-style-type: none"> <li>• More effective and comparatively complex metadata management</li> <li>• Centralized content types and metadata management</li> </ul>	<ul style="list-style-type: none"> <li>• Free-hand content management – messages, chats, etc.</li> </ul>
Workflows	<ul style="list-style-type: none"> <li>• Document-Centric automated process workflows and approvals</li> </ul>	<ul style="list-style-type: none"> <li>• Messaging-Centric workflows</li> </ul>
Custom Functionalities & Reports	<ul style="list-style-type: none"> <li>• Highly suitable and apt</li> </ul>	<ul style="list-style-type: none"> <li>• Can do but suitability depends on use cases</li> </ul>
Integration	<ul style="list-style-type: none"> <li>• Integrating with connected systems with the ability to store and manage related business data</li> </ul>	<ul style="list-style-type: none"> <li>• Not suitable</li> </ul>
Records Management for Documents	<ul style="list-style-type: none"> <li>• SharePoint Records Centre (or, in-place) – the SharePoint-centric records management</li> <li>• Can also leverage MS Information Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Uses MS information Governance Capabilities</li> <li>• Depends on back-end SharePoint for documents</li> </ul>
Web 2.0 with Social Collaboration	<ul style="list-style-type: none"> <li>• Suitable</li> </ul>	<ul style="list-style-type: none"> <li>• Not Suitable</li> </ul>
Content Collaboration suitability	<ul style="list-style-type: none"> <li>• A few –to- Many</li> <li>• Many-to-Many</li> </ul>	<ul style="list-style-type: none"> <li>• A few – to – a few</li> <li>• One-to-one</li> </ul>
	<ul style="list-style-type: none"> <li>• SSO, Interoperability, Microsoft Search, M365 Security &amp; Compliance Centre, Extensibility, Apps</li> </ul>	

# A PoV around some softer (yet noteworthy) aspects of collaboration



# Getting Ready for Implementation

## **Implementation**

- Users Profiling, Authentication
- Information Architecture
  - Site Structure & Hierarchy
  - Content Types & Hierarchy
  - Metadata / Taxonomy
- Access Control, Permissions Required and Authorizations
- Content Creation and Management Processes
- Audit Requirements
- Navigation, Landing pages, Branding, Themes
- Content Approval Processes
- Search Requirements
- Summary Reports and Dashboards
- Information Governance
- Information protection

## **BAU aspects to be kept in mind:**

- License and access governance policies
- Regular licensing/access audits
- Usage and Audit log monitoring
- Information Governance
- Archival
- Customization policies
- Ready-to-use Custom Site Templates

**HCL**

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