Microsoft Lists Lifecycle

Phase		Lifecycle Details
Discovery	What	Microsoft Lists is a web-based application useful for tracking and organizing information (e.g. inventory and assets, big-picture project overview, new hire on-boarding, event planning).
	Who	Anyone with a scranton.edu account can create a List for individual or collaborative use.
	Where	Lists can be created within a SharePoint site, added to a Microsoft Team or created for individual use and stored in OneDrive for Business.
	When	Often compared to Excel, Lists offers a few distinct advantages with the use of metadata fields. These fields may be leveraged to easily sort and filter data. Additionally, permissions can be applied at the item level, Power Apps and Power Automate are supported and, if necessary, data may be exported to Excel.
	Why	Lists is useful for tracking and organizing information.
	How	In a web browser, select Lists from the Microsoft App Launcher.
Create		Lists are created by individuals. Lists created for collaborating with a group or team can be created (stored) in a SharePoint site and/or a Microsoft Team. Lists created for individual use or for collaborating with people not affiliated with an existing group or team can be created (stored) in OneDrive for Business.
Active	Application	Web based only; visit portal.office.com
	Resources	Microsoft Lists Resource Center
	Permissions	Lists created in SharePoint/Teams receive the same default permissions that are applied to the site/team. Permissions assigned to Lists created in OneDrive for Business are managed by the list's creator and should be assigned/revoked as necessary.
	Features	Microsoft Lists is a rapidly developing product. List creators can stay abreast of feature updates and deprecation by following the Microsoft Lists Roadmap and UserVoice.
	Security	Lists are governed by a number of acceptable use and security policies available on Information Technology's website.
Retire		Conduct semi-annual reviews of all Lists to confirm appropriate membership and ongoing use. Retire outdated/disused lists by removing them from service or making them read-only.
Dispose / Archive		Conduct semi-annual reviews of all Lists deleting retired lists that no longer serve a purpose and storing, for a limited time, those needing to be retained for reference/archive. Note that Lists stored in SharePoint/Teams will be disposed of or archived along with the site or team. Lists stored in an individual's OneDrive for Business account will be disposed of as per conditions of the employee's separation from the University.