



SharePoint Sites Lifecycle

Phase	Lifecycle Details	
Discovery	What	A SharePoint site is a secure, web-based platform to store, organize, and share information.
	Who	A SharePoint site may be requested for any university department, project, or officially sanctioned group. While a SharePoint site may be accessed by students, it must be owned by at least two full-time university employees.
	Where	SharePoint sites can be accessed via the web from any device, as well as through the SharePoint and OneDrive mobile apps.
	When	A new SharePoint site can be created for a structured group when an existing site does not meet the need – for instance a new department, or a cross-departmental group or project. Adhoc sharing is available in other services, such as OneDrive.
	Why	SharePoint sites are used to share information.
	How	Contact the Technology Support Center
Create	SharePoint sites must be requested through the Technology Support Center. When requesting a site, please provide the following information: <ul style="list-style-type: none"> • Name of the site (i.e. “Sample Department” or “Sample Group”) • Names and email addresses of at least two people who will own the site • Names and email addresses of other people who should have access to the site 	
Active	Application	Web: https://sharepoint.scranton.edu SharePoint mobile application OneDrive mobile application
	Resources	SharePoint Help & Learning
	Permissions	A SharePoint site should have at least two owners. Site owners and users can assign permissions on individual folders and lists. Requests to add a user to the entire site should be submitted to the Technology Support Center.
Retire	Infrastructure Systems will conduct annual reviews in July of all SharePoint sites. A site will be considered inactive when: <ul style="list-style-type: none"> • The site has not had any activity in six months. or • There are no owners of the site and new owners cannot be identified within the current membership of the site or the department/group that created it. Owners may request that a site be retired at any time.	
Dispose / Archive	When a site is deemed inactive or an owner submits a request to close the site, the site will be deleted. It can be recovered within 90 days of deletion. Unless specifically requested, data will not be exported from the site.	