



Microsoft Teams Lifecycle

Phase	Lifecycle Details	
Discovery	What	Microsoft Teams is a collaborative platform that supports individual and group chat, live, concurrent file editing, audio/video conferencing/recording and the ability to bring websites and other apps directly into Teams as tabs. Every team includes a SharePoint site for storage, Planner for project planning and a OneNote notebook.
	Who	A team may be requested by anyone with a scranton.edu account through the Technology Support Center.
	Where	Teams are provisioned upon request by Infrastructure Systems.
	When	Often compared to Yammer, Teams is designed for smaller groups of people who work closely together in a directed, targeted way.
	Why	You and your team are interested in engaging in a modern workplace, collaborative experience.
	How	Microsoft Teams can be accessed via the web, desktop or mobile apps.
Provision	<p>Requests for Teams should include the following.</p> <ul style="list-style-type: none"> • Type of team being requested (e.g., departmental, just for fun, topic or project based) • If for a department or division, the request must include the approval of the department chair/director or the divisional vice-president • If for a student organization, the request must include the approval of a staff or faculty advisor • Names of two or more team owners • Names of three or more team members • Desired team name • Description of the team's purpose • Expected duration of the team <p>Team requests for academic purposes should specify what advantage a Microsoft Team offers that is not currently offered by the University's LMS platform, D2L.</p>	
Active	Application	Teams Desktop application offers the fullest range of features across all platforms including mobile.
	Resources	Get started with Microsoft Teams
	Permissions	Teams include a minimum of two owners and three members. Team members may be added/removed by team owners as necessary.
	Features	Teams owners can stay abreast of feature updates and deprecation by following the Microsoft Teams Roadmap and UserVoice .
	Security	Teams are governed by a number of acceptable use and security policies available on Information Technology's website .
Retire	<p>Infrastructure Systems will conduct annual reviews in July of all Microsoft Teams. A Team will be considered inactive when:</p> <ul style="list-style-type: none"> • Team fails to show usage every 180 days or • Identified team owners no longer exist and new owners cannot be identified with current team membership. <p>Team owners may request a team be retired at any time.</p>	



Microsoft Teams Lifecycle

Dispose /
Archive

When a team is deemed inactive or an owner submits a request to retire the team, the team will be deleted. Unless specifically requested, data will not be exported from the Team, its SharePoint site or any additional apps.