Shared Teamwork Site Standard

Approved by: J. Clark

History: Implemented – 4/30/13

Related Policies: InfoSec-All Users-Shared Teamwork Site Policy

References:

I. Purpose or Scope
This standard provides direction on acceptable Shared Teamwork Site use in conjunction with performing EDMC tasks and responsibilities.

II. Standard Provisions
The EDMC Teamwork site is increasingly popular means of data management and communication. EDMC provides Microsoft SharePoint to host its Teamwork.edmc.edu site that integrates with Internet Explorer. SharePoint is not configured for those not on the admin network. For sharing data with external parties it is necessary to manually provide information or data via email attachments or other storage solutions.

Approved Product
Microsoft SharePoint is the approved collaboration product for communication and storage of data among staff on the EDMC admin network.

Shared Teamwork Site User Responsibilities

1. The Shared Teamwork Site and SharePoint software running on EDMC equipment is intended primarily for business use.

2. Users are responsible for the content of all communication sent and data stored on the Shared Teamwork Site.

3. Department managers are responsible for ensuring that the Shared Teamwork Site Policy and Standard are complied with.

4. Shared Teamwork Site data is not private. Data and Files can easily be viewed and modified by EDMC employees and are subject to monitoring by EDMC.

5. Do not communicate or store anything that you would be embarrassed to see on the front page of the newspaper or be required to explain in a court of law.

6. Do not use the Shared Teamwork Site to store sensitive or confidential topics. That includes but is not limited to:
- Confidential student information
- Social security numbers
- Credit card numbers
- Corporate sensitive data
- Telephone calling-card numbers
- Login passwords
- Information that can be used to gain access to the goods or services of EDMC
- Any matters involving current or pending litigation

Configuration
This section defines the standard configuration and settings for the Shared Teamwork site.

Teamwork Site Location
https://teamwork.edmc.edu/Teams/

Team Site Details
Department
Information Technology

Location
Choose your school system

Site Type
Departmental

Intentions/Benefits of the Team Site
To facilitate in collaboration of documents and files, as well as, supporting the transition away from traditional “Shared Drives.”

Site Name
“School Acronym” Shared
Ex. AIP Shared

Preliminary Users to Add
Employees at each site will be able to view and modify documents on the Shared Teamwork Site. This will be controlled via the sites _ALL group as noted in the example below.

Contributors
“School Acronym” _ALL
Ex. AIP _ALL

Team Site Owner Details
Each site will be owned by the locations Campus Technology Manager.
Email Address: Add the sites Campus Technology Manager
**Secondary Owner Details**
Each site’s Regional Technology Manager will be the secondary owner.
Email Address: Add the sites Regional Technology Manager

**Special Instructions**
The standard storage quota of each Shared Teamwork site will be set to 15GB. This should be requested in the Special Instructions section.
Ex. “Please set quota to 15GB”