



# SharePoint Governance Automation Checklist

## Phase 1: Foundation & Planning

- **Form a Governance Committee:** Assemble a cross-functional team including IT, Legal, Compliance, and business unit representatives.
- **Define Governance Goals:** Clearly state what you want to achieve (e.g., GDPR compliance, reduced storage costs, secure intellectual property).
- **Identify Sensitive Data Types:** Determine what constitutes sensitive information in your organization (e.g., PII, financial data, health records).
- **Audit Existing Content:** Analyze your current SharePoint environment to understand what data you have, where it is, and who has access.
- **Map Regulatory Requirements:** List all industry-specific and regional regulations your organization must adhere to (e.g., GDPR, HIPAA).

## Phase 2: Policy & Label Configuration

- **Develop a Data Classification Schema:** Create a simple, clear schema (e.g., Public, Internal, Confidential, Highly Confidential).
- **Create Retention Labels:** In the Microsoft Purview portal, create compliance labels that correspond to your classification schema and retention requirements.
  - Configure retention periods (e.g., retain for 7 years).
  - Configure disposition action (e.g., require a review before deletion).
- **Create Baseline Retention Policies:** Set up broad retention policies for entire sites (e.g., automatically delete content in a "Temporary" site after 1 year).
- **Publish Label Policies:** Make your new labels available to specific SharePoint sites or to all locations.

## Phase 3: Automation & Enforcement

- **Configure Auto-Apply Policies:** Set up automated policies to apply labels based on:
  - Sensitive information types found in content.
  - Specific keywords or phrases (e.g., "Project Phoenix").



- Document metadata.
- **Run Policies in Simulation Mode:** Test all auto-apply policies in simulation mode first to verify they are targeting the correct content without making changes.
- **Review and Enable Policies:** Once simulation results are satisfactory, turn on the policies to begin enforcement.
- **Set Default Labels on Libraries:** For libraries with uniform content, set a default compliance label to ensure all new documents are classified automatically.

#### Phase 4: Monitoring & Response

- **Configure Auditing:** Ensure audit logs are enabled and capturing relevant events (file access, permission changes, label application).
- **Establish Review Process:** Set up a schedule for regularly reviewing audit logs for anomalous activity.
- **Train eDiscovery Personnel:** Ensure authorized staff are trained on how to use the eDiscovery Center to search, hold, and export content.
- **Schedule Access Reviews:** Implement automated access reviews for sensitive SharePoint sites to have owners regularly verify user permissions.
- **Review and Refine:** Schedule quarterly or semi-annual meetings with the governance committee to review policy effectiveness and make adjustments.