INTRODUCTION

Microsoft **SharePoint Online** enables an organization to easily create and manage custom team-focused and project-focused sites for collaboration. In addition, it’s possible to deploy an organization-wide intranet portal used to disseminate information and news across the organization.

What is included

* SharePoint Governance Coordination
* Anti-malware protection
* Data loss prevention
* Auditing & Reporting
* Advanced Content Processing
* Cross browser support

What is not included

* Alternate Access Mappings (URL’s will not carry over from the SharePoint On Premise environment, meaning a new URL will be required if migrating sites to SharePoint Online)
* Migration Services from SharePoint on premise to SharePoint Online
* Migration Tools for migration from SharePoint on premise to SharePoint Online
* Any add-on software specific to an agency that can’t be utilized by the Enterprise. For example Work Flow or Forms software that is charged by the number of work flows or forms needed to be licensed.
* Site Collection Administration. This is the responsibility of the agency Site Collection Admins.
* Application Development
* End user training. Training materials are available free from Microsoft via online tutorials and webinars.
* Enterprise Content Management
* Business Intelligence
* Enterprise Search
* Personal Sites

Benefits

* 50GB mailbox limits
* Unlimited Archive Mailboxes

service description

O365 SharePoint Online is a cloud-based service, hosted by Microsoft. This is different from the Enterprise SharePoint 2013 service offering which is hosted on premise and controlled by DET. SharePoint Online offers a more basic feature set which includes creation of sites to share documents and information with colleagues and partners.

Service offering Review

The SOD, RnR and Rate will be reviewed annually to determine if any modifications are required.

ROLES and Responsibilities

Roles and Responsibilities for the SharePoint Online service can be found on the Office 365 webpage.

business continuity

* Backups are performed every 12 hours and retained for 14 days
* 1 hour RPO: Microsoft protects your SharePoint Online data and has a copy of that data that is equal to or less than 1 hour old. Deleted item recovery for up to 30 days after deletion.
* 6 hour RTO: Organizations will be able to resume service within 6 hours after service disruption if a disaster incapacitates a hosting data center.

how services are charged

Microsoft SharePoint Online requires the purchase of an Office 365 license either specific to SharePoint such as SharePoint Online Plan1 or as part of a license suite that includes SharePoint Online. Licenses are purchased by each individual agency via their respective Enterprise Agreements with Microsoft.

Please see the [DOA IT Services Rate Sheet](https://det.wi.gov/Documents/DET_RatesFY17final.pdf) for rate information.

notes:

Document Revision History

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| --- | --- | --- | --- |
| Date | Version | Creator | Notes |
| 9/16/2016 | 1 | O365 Production Prep Project Team | Initial version |
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