



# GOVERNANCE FOR MICROSOFT TEAMS

## Balancing collaboration with governance

**Microsoft Teams delivers improved productivity and collaboration, however it creates a minefield for organisations when applying existing governance and security policies to this new way of working.**

### HIGHLIGHTS

**Retain long term corporate knowledge** - confidently embrace Microsoft Teams with the knowledge that information and context is captured .

**Capture files and conversations** - all files and conversations are captured and retained for future reference.

**Summary report**  
- automatically generated reports provide a detailed summary of the Team.

**Surface valuable content**  
- provide users with a complete information picture by surfacing content held within Objective Inform into their Teams channel.

**Making governance easy**  
- all interaction is done within Microsoft Teams, no switching between applications.

**Inform**  
**Team members** - keep team member informed of when a team will be archived and any changes to the schedules.

### A COMPLETE TEAMS PICTURE

Extend the governance rules that you apply to your corporate content through Objective Inform to Microsoft Teams. This can be applied to not only documents, but also the context in which they are used; Teams, Channels, Files and Conversations.

An uninterrupted user experience means that users work in Microsoft Teams as normal, while the governance rules are applied in the background.

You decide what's important; capture only corporate knowledge, not social chat channels. Easily find this history, at any point in the future.

### FRictionless integration brings governance to teams

Objective Inform is a proven platform for regulatory compliant information management in the public sector and the industries they regulate.

Objective Governance for Microsoft Teams provides seamless integration between Objective Inform and Microsoft Teams, to leverage the capabilities of both platforms delivering a flexible and collaborative workspace, ensuring your information is secure and complies with record keeping standards and other regulatory compliance.

All files and conversations in Microsoft Teams are captured and stored within Objective Inform. This enables organisations to implement a true 'single source of the truth' strategy within a compliant, managed environment.

From within Teams, users can access documents stored in Objective Inform, even those that require complex version control, for fast and easy collaboration.

### BUILT FOR THE PUBLIC SECTOR AND REGULATED INDUSTRIES

Drawing from extensive experience in developing software for the public sector, this product meets the unique needs of balancing modern collaborative working with regulatory compliance. It delivers organisational benefits of information governance and security, with minimal user impact.

Confidently embrace Microsoft Teams with the knowledge that information and its context is retained for easy retrieval.



## BUILT FOR INFORMATION MANAGERS

Built for Information and Records managers, Objective's frictionless integration brings governance to Microsoft Teams.

### Retain long term corporate knowledge

Capture information and its context from Microsoft Teams within Objective INFORM and maintain your single source of truth. From all relevant Teams, ensure that all files and conversations are captured for long term retention of corporate IP.

### View detailed summary

A detailed summary report is provided in an easy to consume format. From the click of a button view a summary of a specific Microsoft Team including its members and channels, view files as well as how they were discussed within the Team conversation.

The screenshot displays two side-by-side views of the Microsoft Teams interface. The left pane shows a list of teams, with 'Reed Street Light Rail' selected. The right pane shows a detailed view of the 'General' channel for that team, listing files like 'Construction Site.jpg', 'Site Photo 01.jpg', 'Checkpoint Report.docx', 'Site Photo 02.jpg', 'Business Case.pdf', and 'Highlight Report.docx'. A callout box highlights the 'Objective INFORM - Team Record' feature, which provides a summary of team ownership and member abilities. The right pane also shows a list of team members with their names, roles, and assigned abilities.

Extend governance across files and conversations. Produce easy-to-read reports summarising the Team.

## DELIVERING A SEAMLESS USER EXPERIENCE

Powerful functionality is delivered through the Microsoft Teams interface with governance in the background.

### Making governance easy

Effortlessly schedule corporate knowledge to be archived from a specific Team, while ignoring social teams. All Team members can be automatically informed when there are any changes to the governance rules applied to that Team.

All user interaction is done from within Microsoft Teams. There's no switching between applications, keeping productivity levels high while reducing errors.



## Surface valuable information

Provide users with a complete information picture by surfacing content that is only relevant to that Team. Rich context around your information is also displayed, such as: author, type, version and more.

Access documents from Objective INFORM within Microsoft Teams

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## ABOUT OBJECTIVE CORPORATION

Objective creates information and process governance solutions that are effortless to use and enable organisations to confidently advance their own digital transformation. Designed for government and regulated industries, these solutions turn the imperative of compliance, accountability and governance into an opportunity to streamline business processes and deliver the innovative services that customers expect.

With a heritage in Enterprise Content Management (ECM), Objective's expanded solutions extend governance across the spectrum of the modern workplace; underpinning information, processes and collaborative work spaces.

Through a brilliant user experience, people access the information they need to progress processes from wherever they choose to work.

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