



Planning a Teams Workspace: What's the MyHub Process?



Vetting the Need for a Teams Workspace

The creation of a Teams workspace allows colleagues to centralize documents, files, and conversations regarding a committee, project, business need or initiative. You may need to access multiple Teams workspaces, but many times, a new Channel within the current Teams workspace is all that is needed.

MyHub Governance

MyHub governance is accomplished through the use of Enforcement Policies and Lifecycle Policies:

- **Enforcement Policies**
 - Minimum of 2 owners and 2 contacts
 - Team Name Enforcement
 - Team Privacy Restrictions
 - External Sharing Enforcement per workspace type
- **Lifecycle Policies**
 - Inactivity Threshold
 - 180 for Project/Committee workspaces
 - 365 for Organization based workspaces
 - Renewals
 - 180 for Project/Committee workspaces
 - 365 for Organization based workspaces

To enforce these policies, two Contacts are assigned to each workspace. The role of the Contact is different from the workspace Owners role; however, the position can be held by the same two individuals. **Contacts** ensure each Teams workspace Enforcement Policies are adhered and are responsible for completing Lifecycle policy tasks (note: Contacts do not need to be a member of the workspace). **Owners** manage the Teams workspace and are responsible for setting appropriate permissions, add/remove members once the workspace is established, and creation of channels.

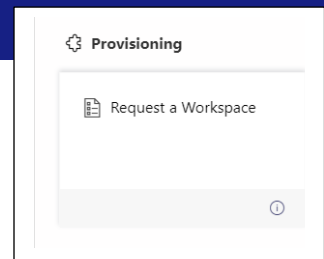
Gather and Prepare Information

A **MyHub Template (fillable form)** is available on the Office 365 [Reference Materials website page](#). Download the form, complete all the fields, and forward to one of your agency's *Authorized Teams workspace requestors. The fillable form identifies all the fields that are needed for your agency's Authorized Requestor to submit the Teams workspace request in the MyHub app.

(*Contact your [agency IRM](#) to determine the Authorized Teams workspace requestors for your agency.)

Agency Authorized Requestor

The Agency Authorized Requestor(s) submits the request for a Teams workspace by navigating to MyHub, and select the "Start a Request" tab. Under the Provisioning section, select "Request a Workspace". Use the MyHub Template (fillable form) provided to complete each of the fields.



Teams Workspace Set-up is Complete

Once submitted the Teams workspace is often provisioned within a few hours. The Authorized Requestor, Contacts, Owners, and members identified in the request are notified by email once the Teams workspace is available.