

Request a Workspace MyHub Template (fillable form)

Complete this template to ensure all required data is readily available to the individual that will be entering the workspace request in MyHub. (* a required field)

***Is this Microsoft Teams workspace request for a project or committee-based work or for an organization (an agency division/unit/team) to work and collaborate together?**

Project or Committee Teams workspace (when selected answer the following question).

Do individuals with an email address other than "@delaware.gov" (guests) need access to this Teams workspace?

Yes No

or *(Note: non-@delaware guests must be approved through the Chief Security Office.)*

Organization (Division/Unit) Teams workspace

(Note: Organization type workspace does not permit guest members.)

*What is the highest level of Data classification? (Select the most appropriate data classification for the type of content that will be maintained in this Teams workspace. Select the Data Classification Policy hyperlink to learn more about classification categories. [Data Classification Policy](#).)

What agency will own this workspace? (This may or may not be the requestors agency. The agency selected will define the prefix for the Teams workspace name.) Select from the dropdown list.

***Request summary:** (Enter a brief summary for this request. It should reflect the workspace purpose or function and help others to quickly understand the business reason for it. Character limit 255.)

Notes to approvers: (Enter any additional notes that may assist the approvers to better understand the need for this workspace. Character Limit 255)

***Primary team contact:** (Identify the individual that will manage the Lifecycles of this Teams workspace.)

***Secondary team contact:** (Identify the individual that will be the secondary contact that will manage the Lifecycles of this Teams workspace.)

***Team owners:** (Team owners are responsible for adding or removing members and managing the Teams settings. Minimally, two owners must be entered at this time.)

Team members: (Team members can be added now or by the owners of the workspace after the workspace has been set up. When more than 5, it is best to add them after the workspace is set up.)

***Teams Workspace Title:** (The title should represent the purpose of the Teams workspace. Try to keep the title brief using less than 60 characters .) Note: several special characters are not permitted in a Title, ~ # % & * { } + \ / : < > ? | ' "

Team name and ID: Verify the Agency Acronym and Workspace Title (below) are acceptable. Note: to change the Teams name update the Agency Acronym and/or Teams Workspace Title entry fields above.

Team description: (Optional - add a brief Teams workspace description, limit 255 characters.)