

SharePoint Administration Training Requirement

Risk Assessment

There are a number of risks associated with administering SharePoint Sites. Being a site owner is a crucial role within the SharePoint environment. The site owner acts as a 'security guard' for the departments' or committees' files and is generally responsible for how the site is used, housekeeping and granting access to the data on the site.

Risks

If site owners do not have sufficient training, permissions may be set incorrectly; this can lead to some users having access to sensitive data that was not intended. This can present a significant data protection risk for the University.

Site owners can also lock themselves out of their own site or document libraries (which create a loss of the ability to update content which is accessed by the users of the site. This can only be reversed by an administrator within ITD, sometime resulting in delays in reestablishing availability of sites for users.

Regulations

1. All requests for new sites require the completion of a *New Site Request Form* which includes, who will require access to the site, what level of access will be required, how may this change in the future. This document will be used as a platform to decide on the best permission structure for the site once it is created.
2. If the dedicated Site Owner cannot provide evidence of completing the University SharePoint administrator training (or equivalent), the site will not be created until training is completed. This will ensure that the Site Owner has a good understanding of setting permissions and the importance of their role as Site Owner.
3. From June 2015 ITD will conduct a review of existing sites to identify critical or sensitive data that may be at risk, ITD will then meet with these site owners to discuss the permissions and ensure they are set up as the Site Owner intended. If the owner of a site which is considered to contain 'confidential' or 'restricted' data has not undergone the University SharePoint administrator training, this should be arranged by the department as soon as possible. A review would be conducted after 6 months to check the appropriate training has been undertaken.

APPROVED BY EXECUTIVE COMMITTEE- JUNE 2015