

Checklist new SharePoint Online Setup

Address: https://<yourdomain>.sharepoint.com/

Name of your Top Site/Domain	Yoursuccess.sharepoint.com
Purpose of the Site	To reduce cost and save time and bring more clarity
Total number of users	1-100
Site Structure for departments	Home->Admin, IT, Support
Names of Sites	
Names of Subsites	
Names of Pages	
Names of Libraries	
Names of Lists	
Names of Columns	
Will you allow users to create new site?	
What are the automations or workflows?	
Identification of Theme	What color
Allow mobile access?	
Allow Custom Code?	
What Apps	Teams,Forms, Excel
What are the OOB features?	
Identification of Web Parts	
Total number of Master Pages and Themes	
Will number of files grow over million in 3+ years?	
Backup needed?	
Security	User groups and permissions

If you need help in your small business or your organization needs for expert guidance, schedule a free strategy call

<https://calendly.com/spthangu>