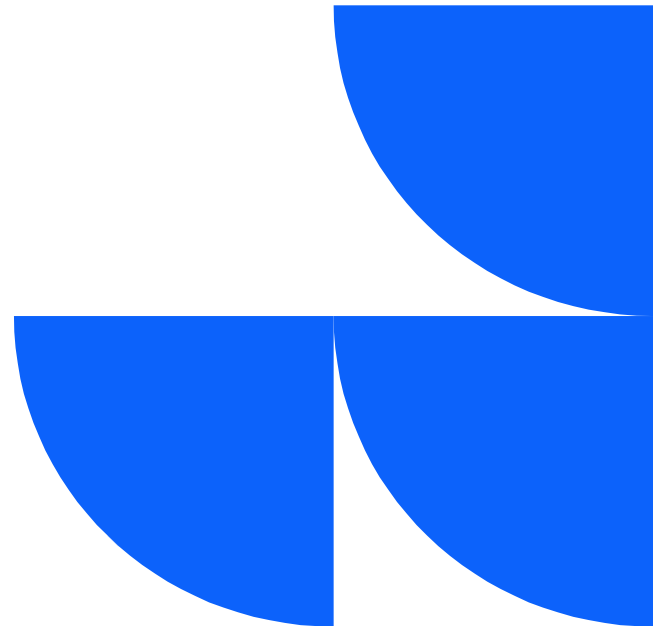


# Microsoft Stream Governance Planning Guide

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Last Revised 3/23/2019



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# Governance Planning Topics

- Tenant Default Settings
- Roles & Responsibilities
- Content Governance
- Process Planning

# Overview of Tenant Default Settings

Setting	Default Configuration
Stream Administrators	All Office 365 Global Administrators will be Stream Administrators.
Spotlight Videos	There are no featured videos in your Office 365 Tenant
Live Events	Disabled
Company Policies	No company video policy set, and users are not required to accept a policy before uploading a video
Comments	Users are allowed to comment on any videos with commenting enabled
Content Creation	All users can upload videos, all users can create companywide channels

# Roles & Responsibilities Planning

Role	Responsibility
Stream Administrators	Managing settings within Microsoft Stream on behalf of the organization. Responsible for pulling user reports and managing deleted users.
Spotlight Video Approvers	Individuals who will decide upon up to 4 videos to be featured in your Stream tenant in addition to the frequency in which to revisit highlighted videos.
Content Uploaders	Uploading content, deciding on permissions (all company or just Group), agreeing to Company Video Policy (if applicable)
All Company Channel Creators	Create channels where all users can upload/remove videos assuming capability is allowed in Stream tenant
Company Video Policy Administrator	Individuals responsible for managing/maintaining Company Video Policy (if applicable within your organization)

# Content Governance Matrix

Decisions you need to decide upon when rolling out Microsoft Stream

Decision	Enable	Restrict	Comments
Will you allow all users to have the ability to upload videos?			You can restrict to specific users or groups to have the ability to upload videos.
Will you restrict comments on all videos?			Content uploaders can restrict comments on specific videos or you can restrict for all
Will you allow everyone to create companywide channels?			Companywide channels allow users to create channels where anyone can add/remove videos.
Will you require content uploaders to agree to company video policy?			Company video policy can be hosted in SharePoint Online if needed

# Process Planning

The following processes should be mapped out if applicable within your organization

- **Spotlight Video Review/Approval** – Spotlight videos are very helpful for driving users to the most important video content within your organization. You should identify a process for reviewing & approving these videos at some defined frequency. (Monthly/Quarterly/etc.)
- **Company Video Policy Review** – just like any organizational policy, your company video policy should be reviewed at some frequency and updated based on either new features or changes within your organization.
- **Deleted user cleanup** – defined frequency for when you will clean-up deleted users from Azure Active Directory and replace them with either fictitious users or remove their names from comments, channels, etc.
- **User reporting** – define the process for your organization to request user activity (uploads, comments, etc.) and who from the support group will handle that request along with any applicable SLA's.
- **Overall Stream Governance** – as Microsoft continues to evolve the Stream service, define the process for reviewing new features and deciding upon whether or not they can be used within your organization.

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