FIRSTFOCUS

Smarter SharePoint, Stronger Business

Empowering Leaders to Take Control of Data and AI

Mia Tait
Microsoft 365 Consultant
FIRST FOCUS

Andrew Browne
Sales Manager, MSP – ANZ
AVEPOINT

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TODAY'S SESSION

Agenda

1. Welcome
   5 mins

2. **First Focus Introduction**
   5 mins

3. **Smarter SharePoint, Stronger Business**
   Mia Tait | Microsoft 365 Consultant I First Focus
   30 mins

4. Break-out
   20 mins

5. **From Clutter to Clarity:**
   Taking Control of Your SharePoint Data
   Andrew Browne | Sales Manager, MSP – ANZ | Avepoint
   30 mins

6. Q&A
   15 mins

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OUR SERVICES

WE HELP PEOPLE USE TECHNOLOGY TO MAKE A DIFFERENCE

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Business Continuity Planning	Unified Communications	Essential 8 Alignment	Microsoft 365 & Power Platform
IT Procurement	Connectivity	Cybersecurity Education	AI Consulting & Adoption
IT Strategy	IT Management		
	Virtual CIO		

M365 SHAREPOINT MANAGED SERVICES

Guard

- Foundation of our M365 SharePoint Managed Services
- Designed to establish strong data governance for secure and compliant collaboration
- Ensures consistent control across Personally Identifiable Information (PII), external data sharing, and tenancy access

Elevate

- Builds on Guard by delivering expert SharePoint support and operational management
- Ensures your environment is secure, efficient, and continuously optimised
- Ideal for organisations looking to reduce internal admin overhead while maintaining best-practice governance and performance

Accelerate

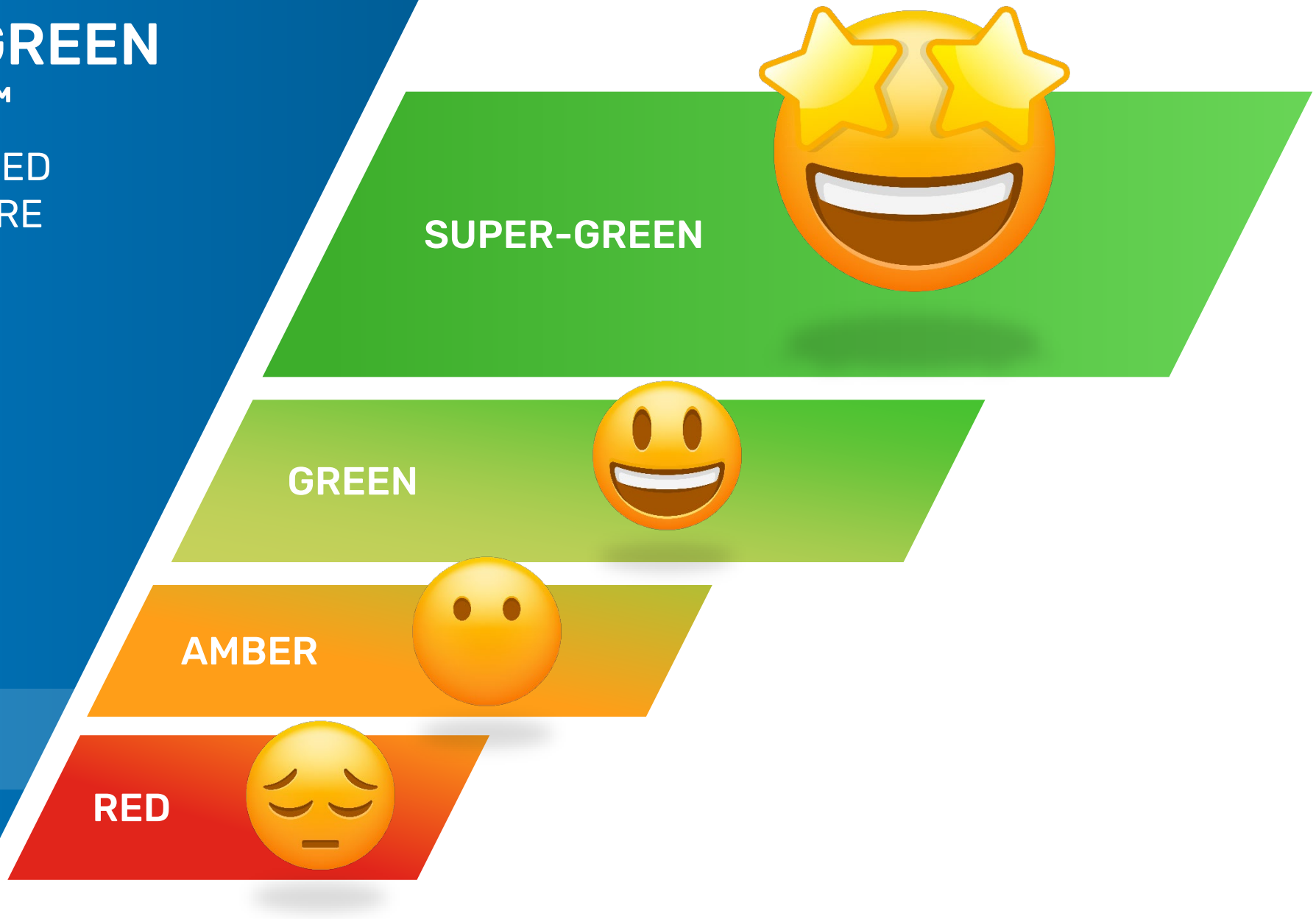
- Designed for organisations ready to unlock the full potential of Microsoft Copilot and AI-powered productivity
- Adds a strategic layer of AI consulting and enablement
- Helps your teams work smarter, faster, and more securely

WHERE WE ARE NOW

THE SUPER-GREEN EXPERIENCE™

EVERYTHING YOU NEED EVERYWHERE YOU ARE

- Best People
- Fast Response
- Expert Advice
- Zero Risk
- F-Connect™
- Same Day SLA™



WHAT'S IN THE SWAG BAG?

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50% SPECIAL DISCOUNT

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FIRSTFOCUS

FEATURED SPEAKER

Smarter SharePoint, Stronger Business

Empowering Leaders to Take Control of Data and AI

Mia Tait
Microsoft 365 Consultant
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THE WORKFORCE EXPECTATION: AI RESHAPING WORK

AI Literacy

Australian Government's Future of Work report identifies AI literacy as critical for future employment.

Digital Augmentation

Microsoft Trend Index 2025 reveals over 50% of employees expect AI tools as standard workplace technology.

Responsible Implementation

Businesses balancing innovation with appropriate guardrails see 3x greater workforce satisfaction.

Human-AI Partnership

Most successful organisations view AI as augmenting human potential, not replacing it.

KEY ELEMENTS OF DATA READINESS

- Accuracy
- Completeness
- Accessibility
- Timeliness

THE CURRENT SHAREPOINT REALITY

Document Sprawl

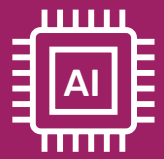
Unstructured content scattered across multiple sites and libraries.

Information Silos

Critical data trapped in departmental repositories with limited visibility.

Time Drain

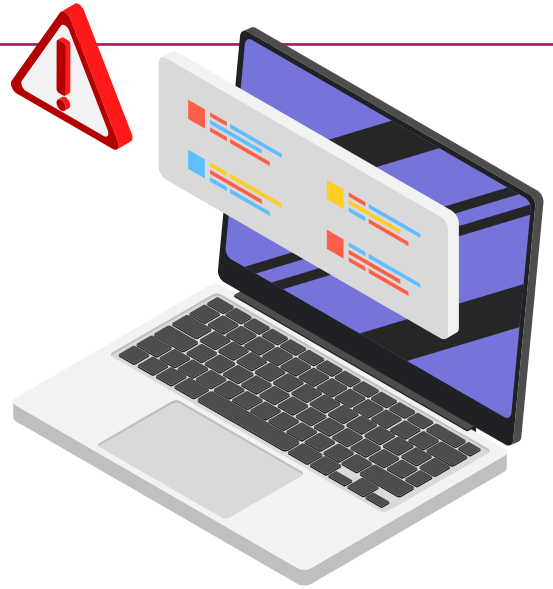
Staff spending hours searching for current versions of documents.



AI Readiness Gap

Disorganised content preventing effective AI implementation.

THE DANGERS OF OVERSHARING



Unintended External Access

When sharing links with "Anyone with the link" permissions, documents become accessible to anyone who receives the link, creating dangerous data leakage paths.

Persistent Access Issues

SharePoint and OneDrive links don't automatically expire (without configuration), allowing continued access long after intended collaboration periods have ended.

DATA READINESS: THE FOUNDATION

The journey to data readiness follows these critical stages:

1 Consolidation & Awareness

Centralising and mapping data locations + classifying “types of data”

2 Security & Governance

Implementing protection controls while establishing policies and ensuring compliance

3 Optimisation

Refining structures for maximum efficiency

Outcome: Readiness

Prepared for AI and analytics adoption

74% less likely to experience reportable data breaches with structured data management*

*According to the Australian Information Commissioner

DATA CONSOLIDATION IN M365

Know WHERE Your Data Lives

Map all content repositories including all on prem and cloud based locations – if already in the cloud, audit the SharePoint sites, Teams and OneDrive storage. Identify forgotten archives and redundant storage locations.

Identify WHAT Your Data Is

By type, department, and business function. Age of data, file types and uses, existing relevance to current business structure.

Determine Data Sensitivity

Clearly note confidential, personal and business-critical information, ready for policies and labels to automate security controls outside of the SharePoint permissions.

Assess Data Activity Status

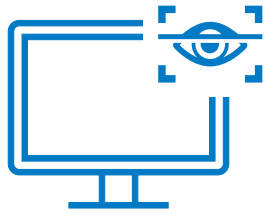
Distinguish between active working documents and historical records. Implement retention policies based on regulatory requirements.

SECURITY AND GOVERNANCE IN M365

Content Protection

Compliance Management

Access Controls

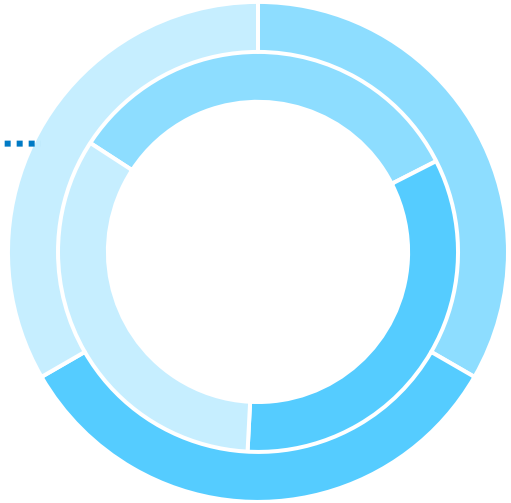


Detection & Monitoring

OPTIMISING SHAREPOINT FOR EFFICIENCY

Hub and Spoke:
The Ideal Architecture

Implement Hub sites as central connection points with department-specific Spoke sites flowing outward. Establish a Home site as your digital headquarters and integrate with Viva Connections for a unified employee experience.

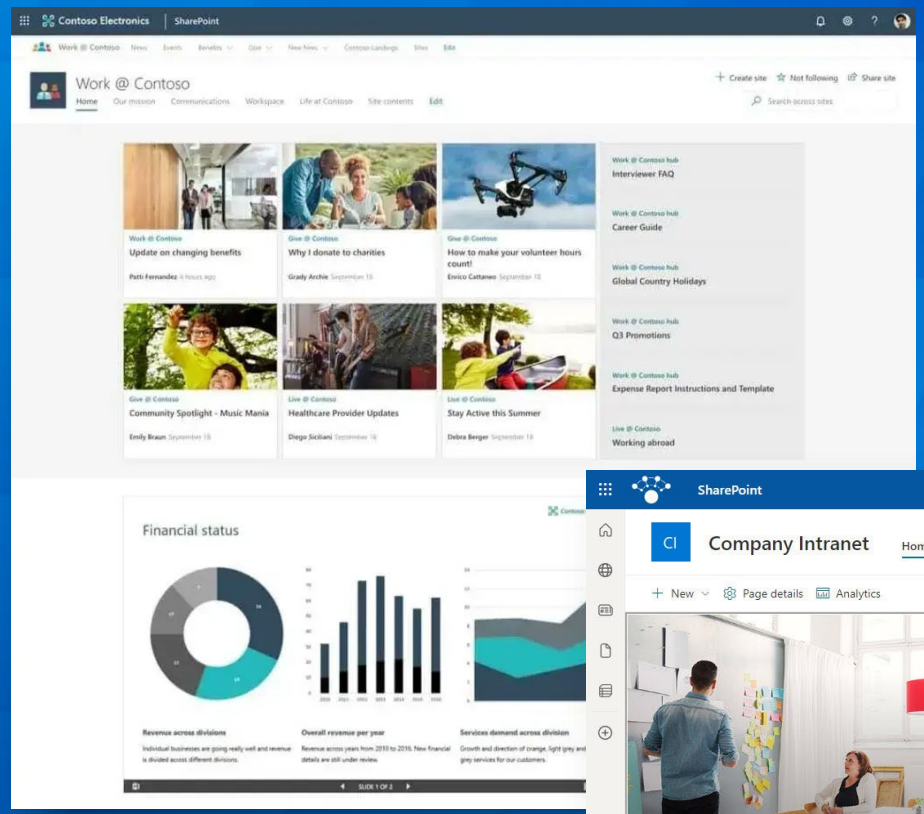


Metadata Magic:
Beyond Folders

Replace traditional folder hierarchies with structured metadata tagging and implement intelligent workflows for approval processes and document lifecycle management.

Streamlined Archiving:
Boosting Productivity

Establish continuous data monitoring routines with scheduled cleansing operations. Implement automated policies that intelligently move outdated content to archive storage.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Communications
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Share site
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Update on changing benefits
Why I donate to charities
How to make your volunteer hours count!
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Healthcare Provider Updates
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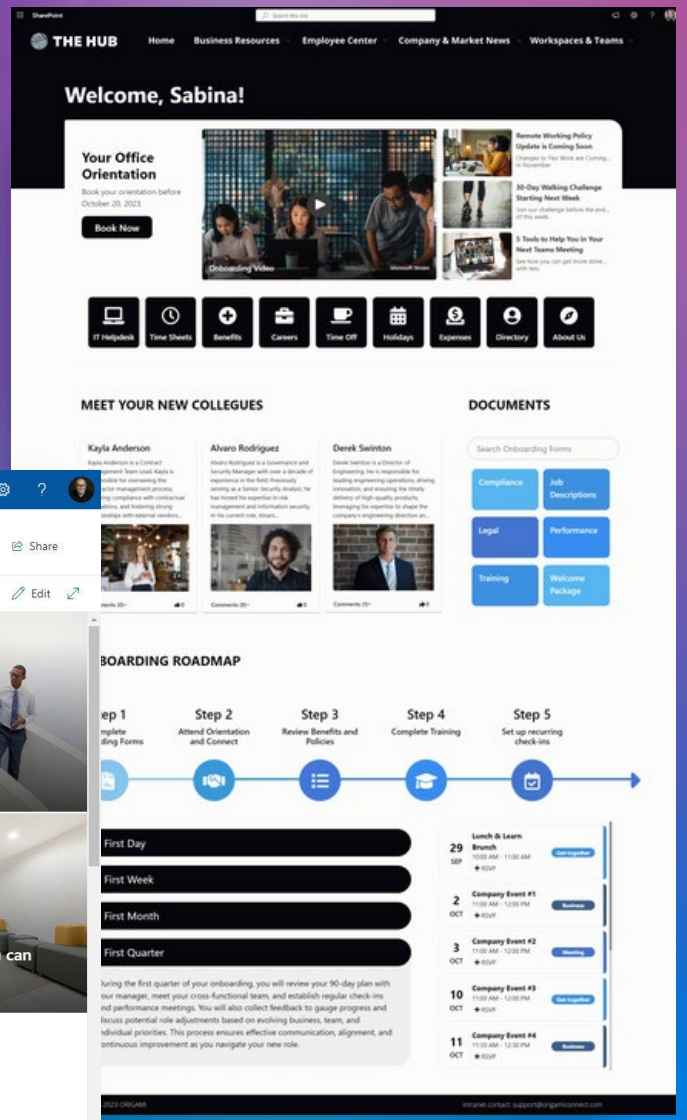
Career Guide
Global Country Holidays
Q3 Promotions
Expense Report Instructions and Template
Working abroad
Financial status
Revenue across divisions
Overall revenue per year
Services demand across division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Benefits
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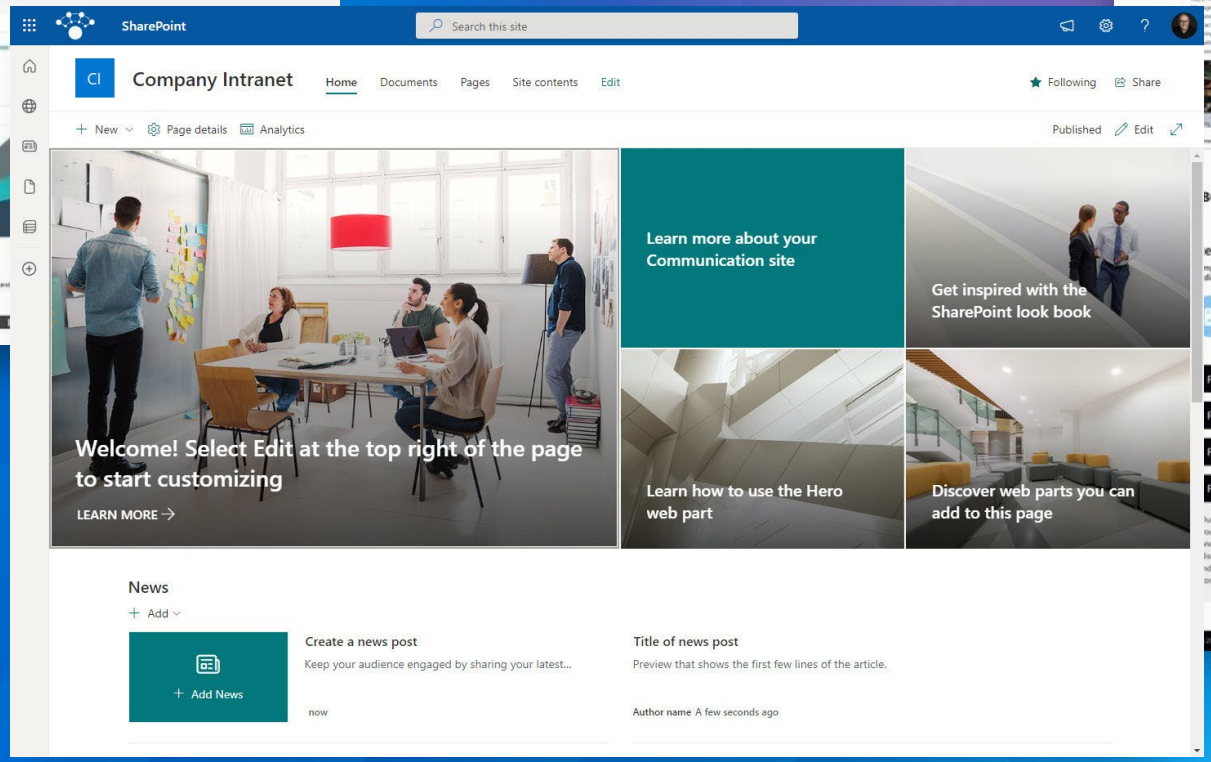
DOCUMENTS
Search Onboarding Forms
Compliance
Job Descriptions
Legal
Performance
Training
Welcome Package
BOARDING ROADMAP
Step 1
Step 2
Attend Orientation and Connect
Step 3
Review Benefits and Policies
Step 4
Complete Training
Step 5
Set up recurring check-ins
First Day
First Week
First Month
First Quarter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Add News
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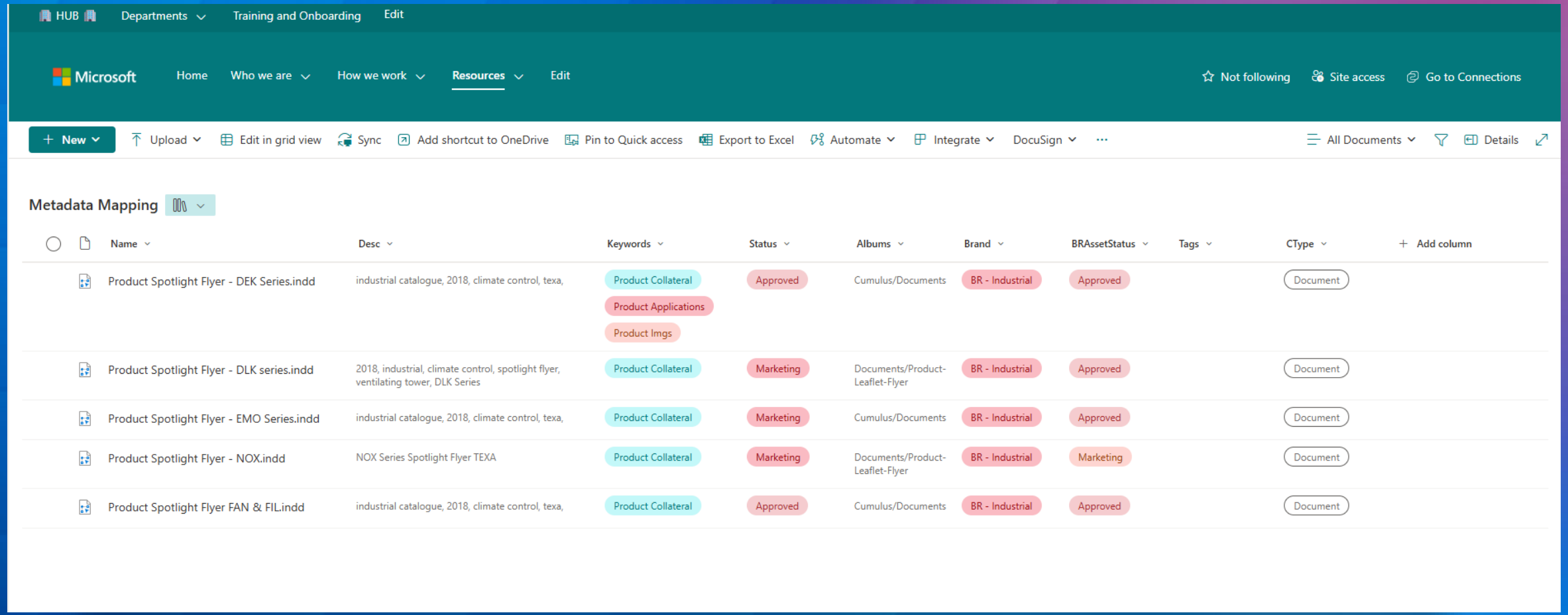
HUB
Departments
Training and Onboarding
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Microsoft
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Who we are
How we work
Resources
Edit
Not following
Site access
Go to Connections
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
Export to Excel
Automate
Integrate
DocuSign
All Documents
Details
Metadata Mapping
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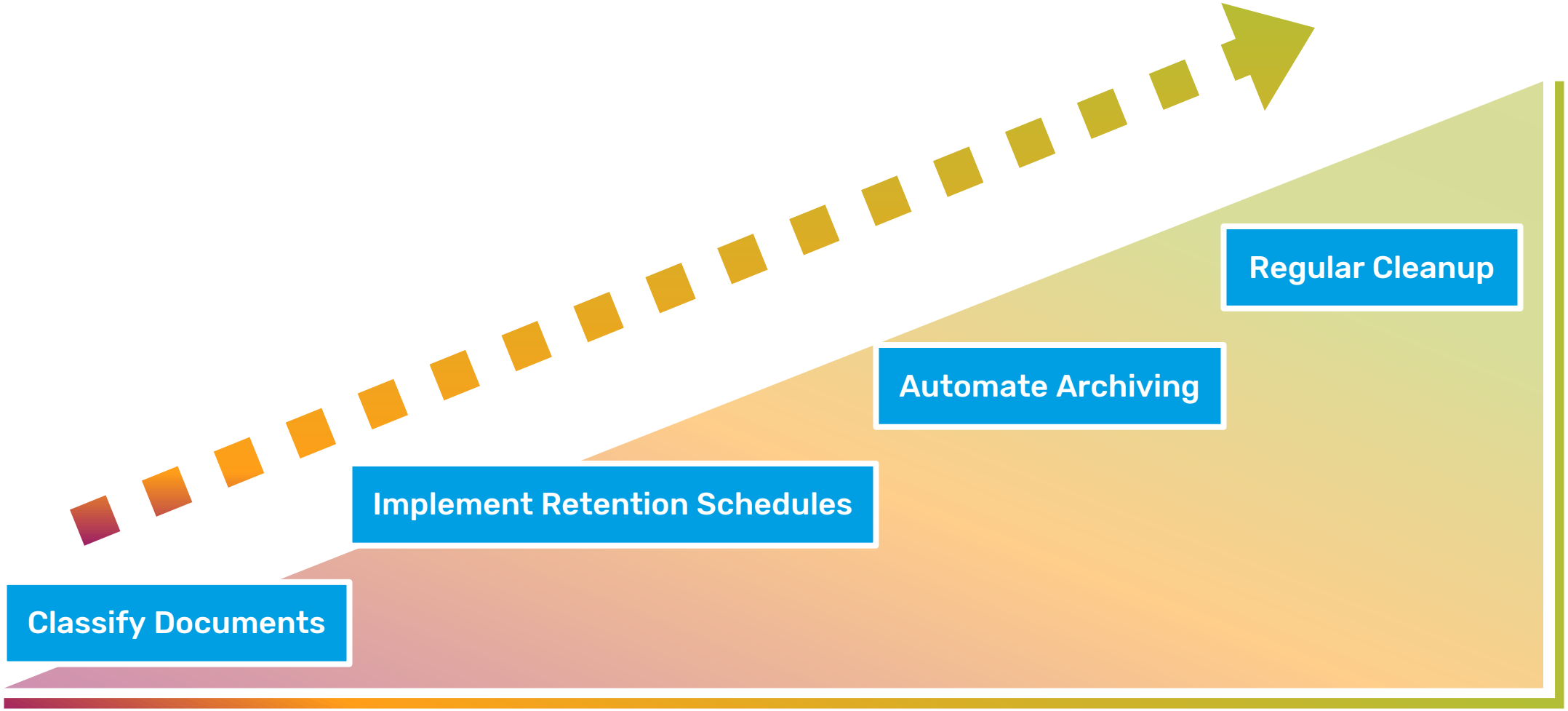
STREAMLINED ARCHIVING: BOOSTING PRODUCTIVITY



PREPARING FOR AI IMPLEMENTATION

Organisations that have gone through Data Readiness are

3x more likely

to successfully implement AI tools.*

Clean, Structured Data

AI needs quality data to deliver quality results.

Clear Governance Rules

Define what AI can access and process.

Privacy Safeguards

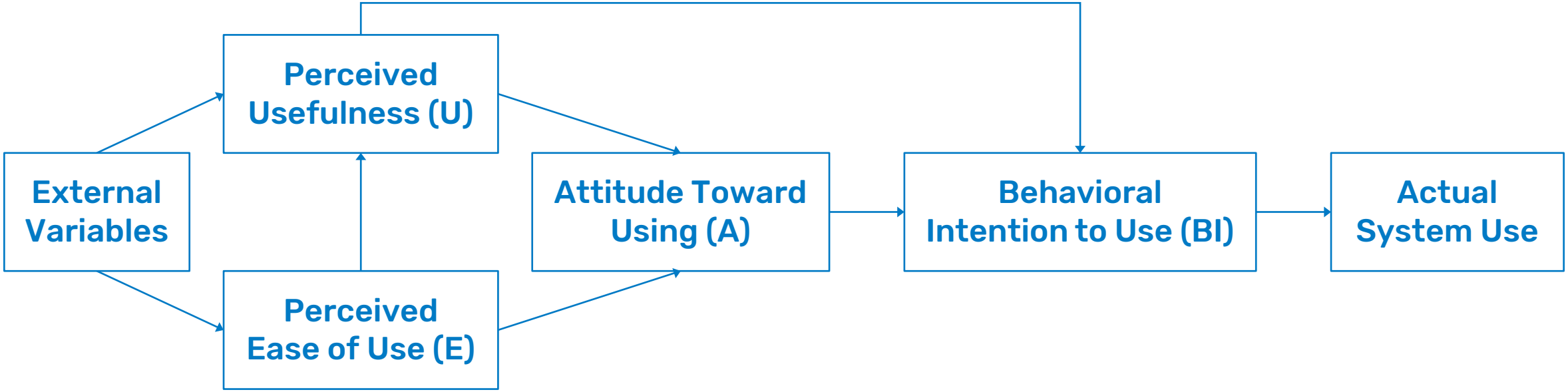
Ensure compliance with Australian Privacy Principles.

User Empowerment and Upskilling

Prepare staff for responsible AI use and habitual use of AI.

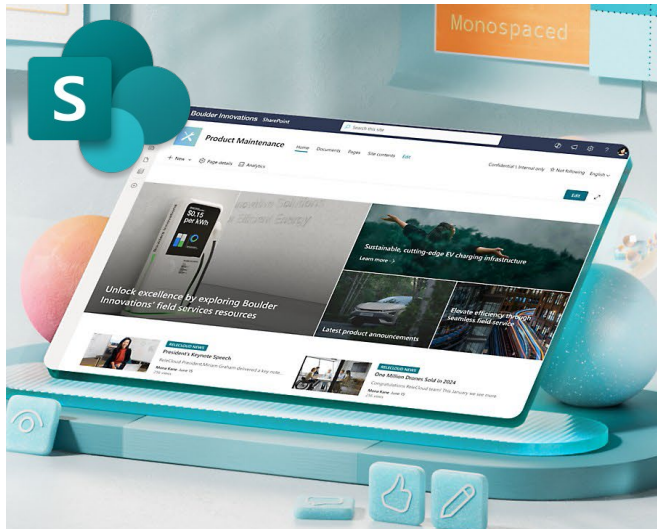
*According to the Australian AI Action Plan

TECHNOLOGY ACCEPTANCE MODEL

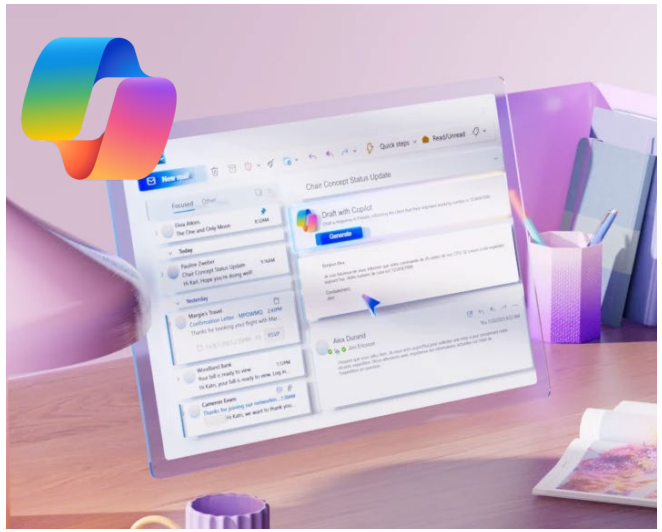


Davis, Bagozzi & Warshaw, 1989

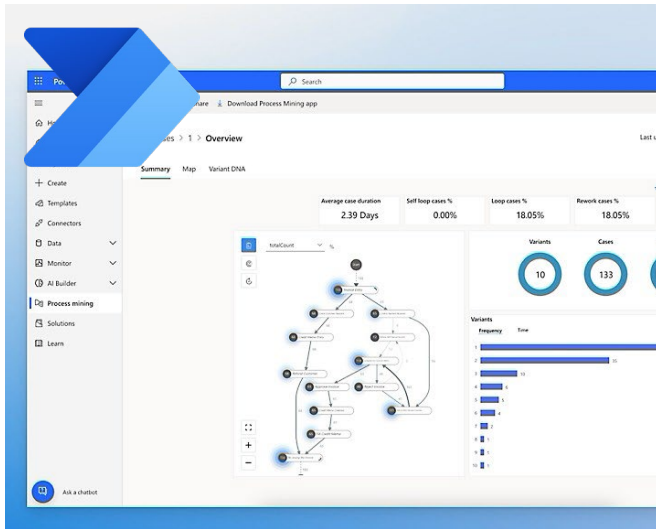
AI IN ACTION: SUCCESS STORIES - THE 'GOAL'



Automated Document Processing

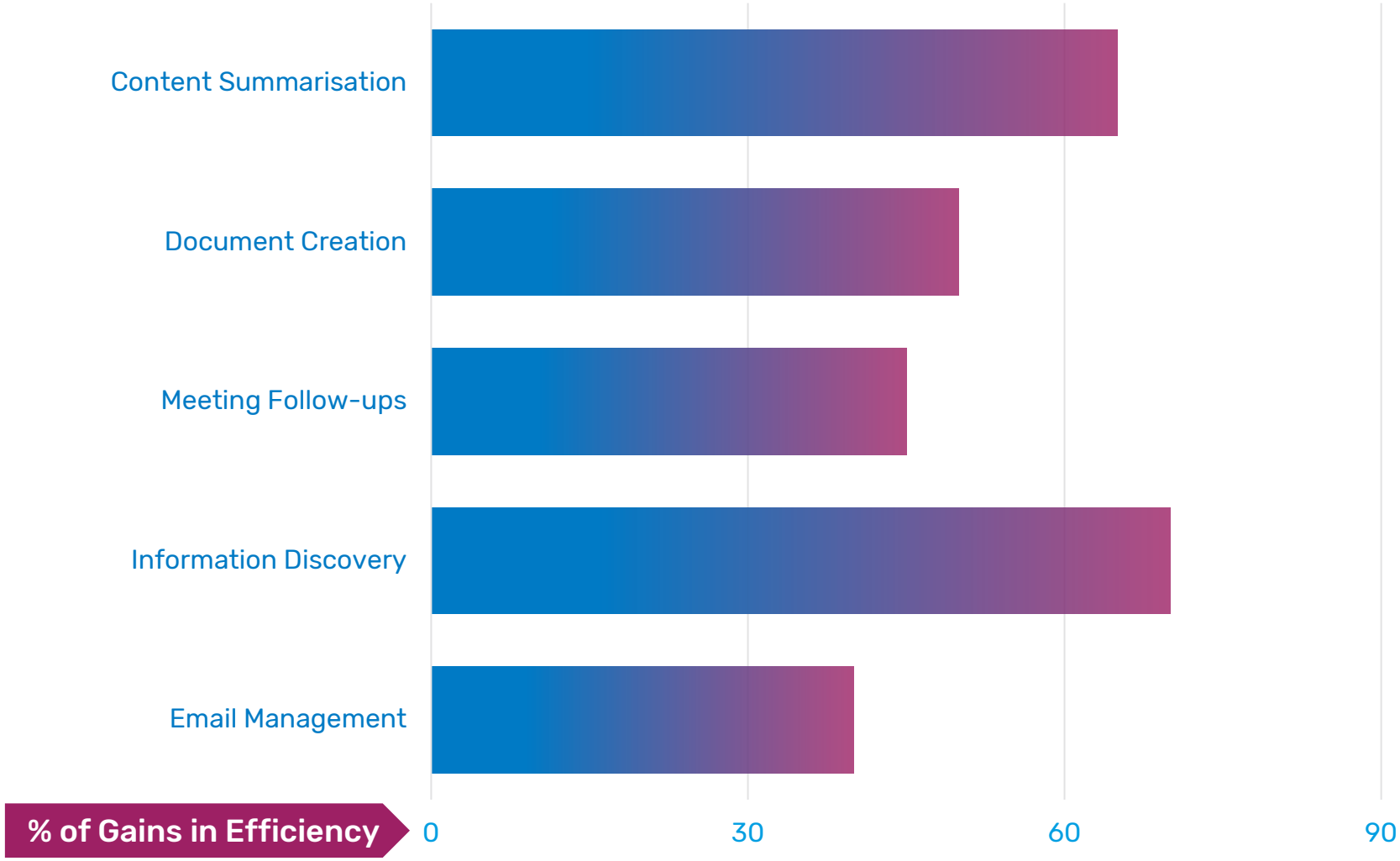


Copilot Knowledge Finder



Intelligent Process Automation

AI IN ACTION: SUCCESS STORIES – THE ‘NOW’



ACTION PLAN

1

Assessment

Conduct comprehensive data inventory and evaluate current SharePoint environment posture.

Timeline: 2-4 Weeks

2

Review & Clean Data

Audit existing content, implement retention policies, and archive or remove redundant information.

Timeline: 4-8 Weeks

3

Governance & Security

Establish robust classification policies, permission frameworks, and security controls aligned with Australian regulations.

Timeline: 4-6 Weeks

4

Optimise SharePoint Configuration

Implement hub-spoke architecture, metadata structure, and streamlined navigation for improved efficiency.

Timeline: 6-8 Weeks

5

Empower & Educate Users

Deliver targeted training on best practices, governance policies, and AI-readiness skills.

Timeline: Ongoing

6

Ongoing Monitor and Review

Schedule regular SharePoint health checks and performance reviews.

Timeline: Monthly

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