# SHAREPOINT GOVERNANCE TOOLKIT CONTENTS LIST

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<u>SharePoint Governance Toolkit Documents</u>

ISMS DOC 1 Protection and Control of ISMS Documentation
SG DOC 2 SharePoint Records Management
SG DOC 3 Branding and Style Guidelines
SG DOC 4.6 SharePoint Governance – Roles and Responsibilities
SG DOC 6 SharePoint Governance Framework
SG DOC 7.2 SharePoint Acceptable Use Policy
SG DOC 7.6 Information Security Classification Guidelines
SG DOC 8 Training Policy Statement
SG DOC 9.8 Physical Entry Controls and Secure Areas
SG DOC 10.1 Internal Service Level Agreement
SG DOC 10.4 Privacy Procedure
SG DOC 10.5 Hosting SharePoint Services
SG DOC 10.7 SharePoint Customisation
SG DOC 10.8 SharePoint Information Architecture

SG DOC 10.9 Vendors and Third Party Contracts
SG DOC 10.12 Controls against Malicious Code (Malware)
SG DOC 10.13 Backup Procedures
SG DOC 10.18 SharePoint Monitoring Procedure
SG DOC 10.19 Server Hardening Procedure
SG DOC 10.20 SharePoint Server Hardening Work Instruction
SG DOC 11.2 SharePoint Access Rights and Account Management
SG DOC 11.4 Individual SharePoint User Agreement
SG DOC 13.2 SharePoint Incident Management
SG REC 13.1A SharePoint Weaknesses, Events and Abuse Report
SG REC 13.5 Schedule of Information Security Event Reports
ITG Branding Guidelines
ITG Corporate Style Guide

<u>Microsoft Documents Included Free</u>

This toolkit includes, free, Microsoft's *Governance Guide for Office SharePoint Server* (file name: *MS_MOSS 2007 Governance Guide),* which deals specifically with governance of MOSS 2007 and which could be downloaded, together with other documents, from the Microsoft website. The guidance in this guide is also appropriate for SharePoint 2010, although SharePoint 2010 has additional features and capabilities that should be included in your governance framework. The version of Microsoft guidance for SharePoint 2010 that was extant at first release of this toolkit is also included, (file name *MS_MOSS 2010 Governance Overview*). It adds nothing significant to the detailed information in the 2007 governance guide; it's the more detailed features of 2010 that are important.

MS MOSS 2007 Governance Guide
MS MOSS 2010 Governance Overview
MS SharePoint Customisation Policies and Practices

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Blank Templates

Basic Checklist Template
Basic Meeting Agenda Template
Basic Meeting Minutes Template
Basic Policy Template
Basic Procedure Template
Basic Schedule Template
Basic Service Level Agreement Template
Basic Work Instruction Template

Other Documents

SharePoint Governance Toolkit Copyright License Agreement
Roles and Responsibilities Matrix
Contents Comparison Table

**Change History Record**

| Issue | Description of Change | Date of Issue |
|---|---|---|
| 1 | Initial issue | April 2010 |
| 2 | Multiple minor changes across all documents to better enable integration across all toolkits | 31 August 2010 |