



# ***SHAREPOINT AUDIT*** ***IS IT REALLY A*** ***NEED?***

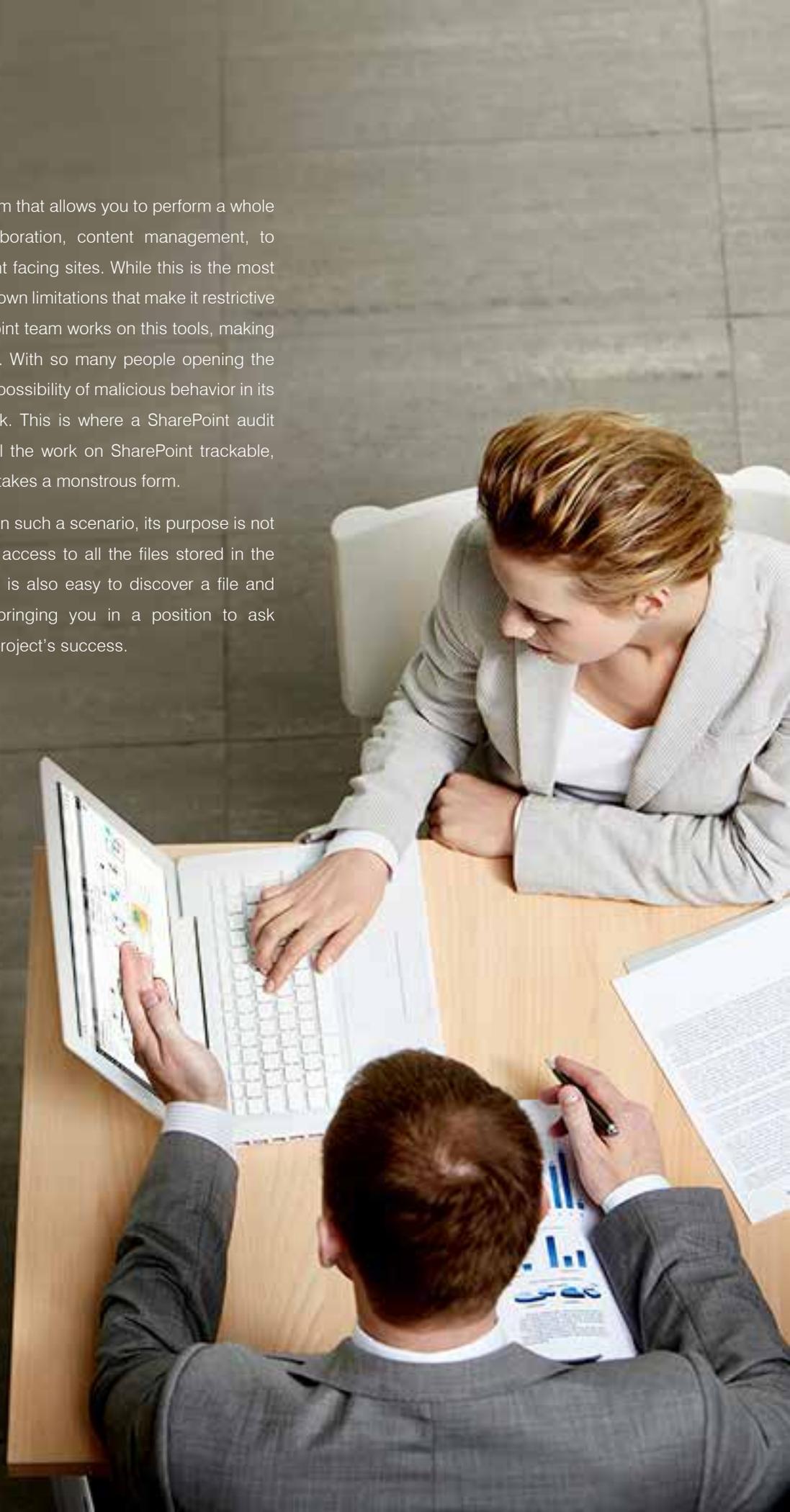
*Whitepaper*

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- A man with short brown hair, wearing a grey sweater over a light blue collared shirt, is sitting at a white desk in a bright office. He is focused on his work, typing on a silver laptop. To his left is a white coffee cup with a lid. In the background, there is a large window with white frames, and a black office chair is visible. The overall atmosphere is professional and productive.
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# Introduction

SharePoint is a comprehensive platform that allows you to perform a whole range of functions, right from collaboration, content management, to creation of web applications and client facing sites. While this is the most robust tool in the market, it too has its own limitations that make it restrictive for users. For instance, entire SharePoint team works on this tools, making contributions from their own situation. With so many people opening the files and the folders, there is always a possibility of malicious behavior in its environment, which is difficult to track. This is where a SharePoint audit comes in. SharePoint audit makes all the work on SharePoint trackable, helping you rectify any issue before it takes a monstrous form.

While SharePoint audit is your rescue in such a scenario, its purpose is not limited to this. It is a comprehensive access to all the files stored in the folders, enabling a timely use of it. It is also easy to discover a file and discover patterns impacting work, bringing you in a position to ask questions and take decisions for the project's success.



# SharePoint and Business - Relationship

SharePoint is widely embraced by businesses for good, for growth and for success. But the complications related to this platform put organizations in a peril, due to an evident lack of training, policy-making, and inability to sync the SharePoint implementation with the organizational goals. Maximum organizations fail to make the best use of it, due to a clear dearth of knowledge about this huge platform, lack of support tool, and absence of training. SharePoint is supposed to impact businesses in these ways:

**Intranet for Employees:** To build social networking sites for employees that help them stay connected, share news and information so that everybody internally knows what is happening.

**Content Management:** Documents can't be locked up in an employee's drive with people depending on its back and forth on emails. SharePoint allows document management in a shared pace, where it is accessible for everyone. No time is lost in seeking file from someone then waiting for the person to send you revert. People can access these documents, edit these there only and save. This adds to convenience and efficiency.

## Collaboration

SharePoint is a platform which lets you collaborate beyond the boundaries of geography or a device. It is designed to help users collaborate on a project, via mobile phone, desktop, and laptops, from the office or anywhere outside. Its five key features: Office365, PowerApps, Delve, Power BI, and Flow make work flow smoothly with unprecedented collaboration. All the team members can get quick and updated status on the projects, as they work on the same platform without creating local versions. This also gives power to the project managers to schedule workdays for their subordinates.

## Creating Websites

SharePoint can be used for creating public facing websites, to communicate with the prospective clients. Besides, it allows you to add more pages or visit the existing ones again and to make necessary changes such as adding texts, graphics or adding new functionality to a page.

*All these SharePoint strengths bring these direct changes to your workplace:*

- Diminished productivity with a strong communication channel
- No delays in project submissions due to sluggish turnarounds on the necessary information and guidance needed by employees
- Full utilization of each resource, both, within and outside of the organization
- Hard-to-use internal websites made easy
- Quick deployment of external websites, whenever needed
- Employees empowered with quick decision-making
- Quick, swift and secure data access



## What Stats Show

### SharePoint is Widely Adopted, But Not Used to its Full Potential

- Over 80% of Fortune 500 companies use SharePoint for workforce collaboration, content management, and critical business applications.
- Just 23 percent are aware of what SharePoint offers, while 29 percent have no idea what it includes.

### SharePoint is Widely Adopted, But Not Used to its Full Potential

A growing number of businesses have moved their infrastructure to the cloud, but many of them have concerns over security and cost. Before they migrate, Microsoft needs to address their doubts.

### Still SharePoint Users are Moving from On-premise to Cloud

On-premises environments remain strong, but more organizations are starting to move to Office 365 completely. Stats show 35% growth for Office 365 in 2017 over 2016.

### What is Keeping Organizations from Moving their On-premises SharePoint to the Cloud?

About 40% of SharePoint users are afraid of moving to cloud, due to the risk of security concerns. A growing number of businesses have moved their infrastructure to the cloud, but many of them have concerns over security and cost. Before they migrate, Microsoft needs to address their doubts.

### Clients Store Sensitive Data in SharePoint But do Not Secure it

- At least 36% of surveyed SharePoint users are breaching security policies and gaining information to sensitive, confidential information that they are not entitled to access.
- 79% of those surveyed said their organizations stored sensitive data in a SharePoint environment, but only 18 percent said they prevented access through the use of technical controls.



### How Often Does your Organization Check for Potential Breaches in your Environment?

Even though cloud security is a top concern, a growing number of companies (19%) never take the precaution of running a security check.

### How is SharePoint Governance Enforced in your Organization?

- 50% governance policies are enforced manually.
- 43% claimed they do not regularly run audits on usage, security, content or permissions, which is frightening as they are exposing themselves to compliance regulation violations, potentially and devastating risk.

## State of SharePoint Scenario at Organizations

Relationship between businesses and SharePoint is that of love and hate. Businesses need SharePoint, but they find it difficult to use. Complexities related to SharePoint are hard to spot, difficult to control, while decisions need excessive brooding and results are often not what is expected. Besides, SharePoint environment grows at a rapid speed, which demands urgent attention and measures, to keep the environment under control. Which usually doesn't happen, and SharePoint is left in the store room, to gather dust.

However, SharePoint governance done with a regular audit and third party tools can help to administer SharePoint environment, bringing out its untapped potentials. SharePoint audit helps you reduce the risk of failure, due to: lack of planning, weak business case, lack of resources, unrealistic expectations, poor quality control, poor requirements, lack of executive buy-in, poor communication, lack of focus on end-users, and adoption and training. But most of the organizations don't take audit. Let's take a look at what the experts say:

*Unfortunately, 50% of organizations still enforce their governance manually which is incredibly time consuming! I hope the new SharePoint Administration Center will help them better define and enforce their governance policies.*

*- Louis-Philippe Vallée,  
Product Manager at Sharegate*

*Administrators don't have the time to do everything by themselves. They are always looking for new IT solutions to manage user permissions. Third-party tools can help them ensure that everyone has the right access.*

*- Sébastien Leduc,  
Chief Product Officer, Sharegate*



## The Dread of the Audit

Audit is a word that everyone in the organization dreads. They relate audits with painful procedures that every organization goes through, disturbing the whole process, shuffling of responsibilities, bringing the obvious fears of IRS, white collar crime and of being caught as a weakling.

On the other hand, SharePoint audit is a dread for owners as it's related to challenges and struggles. It's hard to gain access to the SharePoint environment for analysis. They keep deferring the audit, developing a fear for it. Stats by a research company prove this, which show that **79% of SharePoint user respondents agree that they save sensitive data in their SharePoint environment, out of which, just 18% admitted to using technical controls to prevent un-warranted access to their confidential data. About 61% of these are exposing themselves to unpleasant incidents of data breach (by a research institute).**

Are you among the remaining 61%, exposing themselves to security risks by working on a vulnerable system, with unauthorized access and breaches? Very few people are aware of the fact that Microsoft itself encourages people to go through a rigorous audit, to keep work under control and has offered control in its system. SharePoint has inbuilt audit events in Documents and items such as: Edit items, Checking out or checking in items, Moving or copying items to another location in the site, Deleting or restoring items, Opening or downloading documents, viewing items in lists, or viewing item properties. Wherein the Lists, Libraries, and Sites there are options that permit: Searching site content, Editing users and permissions, Editing content types and columns. Besides, SharePoint generates reports for the users, related to: Content viewing, Content modifications, Deletion, Content type and list modifications, Policy modifications, Expiration and Disposition, Auditing settings, Security settings, and Custom reports. All this has been made available by Microsoft, to make auditing easy and essential part of SharePoint culture at your workplace.

### That Sounds Easy? Here is the Catch

While this might sound simple, the main challenge with these report is that they are confounding. They are difficult for a normal human being to de-code and understand. Understanding these audits can get tricky, as these get duplicated over the time, they will clog your SQL Server.

Organization's that crack this barricade of SharePoint through regular audit, develop a strong governance plan. This is the key to know the tricks of tackling with a SharePoint going out of control, while also complying with all the rules and regulations and gaining a sustainable competitive advantage over the rest. ***Now you need to decide - Is your corporate team empowered with SharePoint capabilities? Is Your SharePoint strategy synced with your business goals with proper governance plan? Are you sure your sensitive data is secure, and you comply with all the laws?***



# SharePoint Audit Plan and How It Can Impact Your Business

SharePoint needs constant assessment and audit is what serves the purpose. It helps you develop an in-depth knowledge of your SharePoint environment, helping you to better align it with your organizational objectives and open doors to new avenues and clear bottlenecks in work process.

## Dealing with the Challenges

It is difficult to delve in SharePoint environment for audit, which usually takes several man-hours to get the results, besides, there is always a fear of losing all data due to a sudden mishap. Experts have already come up with a solution for these challenges in – Site Administrator and Recovery Manager.



Site Administrator enables you to take informed decisions that help you build a powerful governance plan, by bringing you insight into the entire SharePoint environment. Resultantly, you get to understand, control, manage, and secure your SharePoint scenario better with:

- Reports on entire SharePoint environment.
- Knowledge of the true extent of your SharePoint environment, helping you prepare for Migration.
- Extensive security control with point-and-click permissions management.
- Power to perform operational auditing based on simple and interactive reports of user activity, aggregating content, and security modifications.
- Growth trend monitoring, for growth management and forecasting.



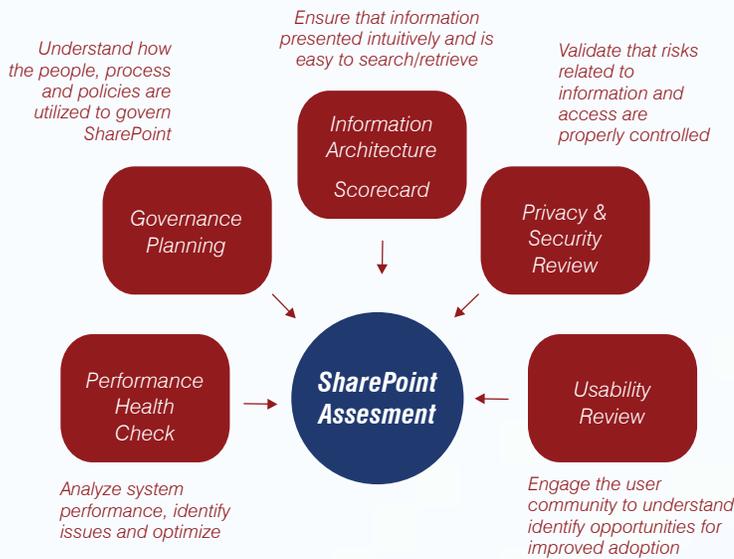
30% respondents confess that they spend a significant part of the week maintaining their data protection plan. Recovery Manager helps you replace a manual method with automation for data back-up and recovery, relieving you of all the responsibilities. An ingenious recovery solution for SharePoint, it performs a complete SharePoint farm restore and item-level granular recovery of - individual documents, lists, document libraries, sites, workspaces. Your data is safe with this tool:

- Free up your IT for Valuable Work than Maintenance
- Granular and Flexible Restore
- Recovery with Zero Data Loss
- Quick Recovery
- Emergency Access to Critical Data in SharePoint
- Simple, Unified, and Repeatable Recovery Process



# Transform That the Sharepoint Audit Will Bring to the Workplace

SharePoint's success depends on how an organization's SharePoint users perform and how well the governance strategy is laid for SharePoint, aligning it with a business's goals. Regular audits will help you with these key components:



## Track and Administer the work

Who did what and exactly what went wrong. Are the questions you need answers to, if you wish for a successful SharePoint functioning. All these answers are vested in Site Administrator, with its power to bring you insight into its functionalities.

## Regular Review on SharePoint Health and Performance

In simpler terms, this SharePoint health check, which bring you an opportunity of fixing issues before they take a serious form, hampering work. It will strengthen your scope for better performance.

## Improved Governance Plan, Better Aligned with Business Goals

Governance plan has several aspects which include people, processes as well as policies. Audit helps you explore, develop, such plan through assessment, as with your gained knowledge now you can lay down a set of guidelines and update new strategies.

## Secure your SharePoint Environment Against All Threats

Every SharePoint assessment is an opportunity to revise the permissions for day-to-day activities and include someone is a new addition to your core team, and exclude someone who is not a contributor anymore.

## A Thorough Assessment of Usability

A thorough audit includes analysis and discussions with the SharePoint users, which helps spot the pitfalls and improve. This will help you improve collaboration, push adoption further, and enhance the overall business.

## Determine the Need and Arrange for Staff Training

Several SharePoint situation can be quickly dealt with a little bit of training. But the primary step is to determine whether the users are embracing it or not.

Besides the major changes the audit brings to your workplace, there will be several other countless benefits, allowing a user to search hidden files by looking through the company files. Also, once you've decided to take new course of action, SharePoint will be instrumental in getting everyone from the team onboard, towards the goal. Knowledge about SharePoint customization can streamline pretty much any business collaboration need.



## About the Authors

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Arindam is more than 25 years old in the technology domain. He has meticulously contributed to Consulting, Outsourcing and Technology Services within AgreeYa. His role involves integrating a global team, defining technology and business vision of products and services, business development, establishing large scale client engagement, leading time -cost -quality driven value via project governance and solution engineering. To reach him out – [arindam.rc@agreeya.com](mailto:arindam.rc@agreeya.com)

## About AgreeYa

AgreeYa is a global systems integrator delivering competitive advantage for its customers through software, solutions, and services. Established in 1999. AgreeYa is headquartered in Folsom, California, with a global footprint and a team of more than 1,700 staff across offices. AgreeYa works with 500+ organizations ranging from Fortune 100 firms to small and large businesses across industries such as Telecom, BFSI, Healthcare, Pharma/Life Sciences, Utility, Technology, Public sector and others.

AgreeYa has received considerable recognition in the industry for its technology leadership, quality processes, and customer success that includes Microsoft Gold partner, SEI CMMI, ISO 9001:2015. We engage with our customer as a trusted partner to live our motto "...building our future on your success".

AgreeYa's software portfolio includes QuickApps (award winning suite of SharePoint web apps and pre-built templates - [www.quickapps.agreeya.com](http://www.quickapps.agreeya.com)), Site Administrator (gain insight for improved compliance and governance of your SharePoint environment - [www.siteadmin.agreeya.com](http://www.siteadmin.agreeya.com)), Recovery Manager (solution for rapid and scalable SharePoint content restores - [www.recoverymanager.agreeya.com](http://www.recoverymanager.agreeya.com)), BeatBlip (simplify software test automation - [www.beatblip.com](http://www.beatblip.com)), and Cogent (comprehensive end-to-end case management solution for collections and law firms - [www.cogentcollections.com](http://www.cogentcollections.com)).

As part of its solutions and services offerings, AgreeYa provides intranet/portal, content management, and collaboration, cloud and infrastructure solutions, business intelligence and big data analytics, product engineering, application development and management, independent software testing, and staffing (IT, Non-IT, and risk/compliance/AML) solutions.

For more information, visit [www.agreeya.com](http://www.agreeya.com)



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