Harvard University

Enterprise Architecture
and
Information Security

Advisory

Naming Conventions for SharePoint/O365 Group/Microsoft Teams

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1. Problem Statement:

When creating a new SharePoint site, O365 Group or a Microsoft Team, please apply the naming conventions outlined below. The goal is to allow end users the ability to create SharePoint sites/O365 Groups/Microsoft Team sites as a self-service model while maintaining a naming convention for reporting and tracking purposes.

2. Recommendation

2.1. Department SharePoint/O365 Group/Microsoft Teams Name

A Department site is defined as a site that is created for use by one school/organization for one department. The format of the SharePoint/O365 Group/Microsoft Teams name is defined as follows:

{[School Name Prefix]-[Department Name]-[Descriptive Name]}

Examples:

HUIT-CCS-FileManagement Project

HUIT-CCS-FileManagement_Project

HUIT-CCS-FileManagementProject

2.2. Multi-Departmental SharePoint/Group/Team Name

A multi-departmental site is defined as a site that is created for use by one school/organization and spans multiple departments. The format of a multi-departmental SharePoint/O365 Group/Microsoft Teams name is defined as follows:

{[School Name Prefix]-[Descriptive Name]}

Examples:

HUIT-O365 Collaboration Project

HUIT-O365_Collaboration_Project

HUIT-O365CollaborationProject

2.3. Cross Affiliated SharePoint/Group/Team Name

A Cross Affiliated site is a site that is created for use by multiple schools/organizations. The format of a Cross Affiliated SharePoint/O365 Group/Microsoft Teams name is defined as follows:

{[HU]-[Descriptive Name]}

Examples:

HU-Collaboration Initiative

HU-Collaboration_ Initiative

HU-CollaborationInitiative

2.4. NOTES:

- A Space or underscore is allowed between fields within the Name of the SharePoint/0365 Group/Microsoft Team site field. The following special characters are not allowed:

    ~ " # % & * : < > ? / \ { | }.

- The site owner/creator should check for a unique public name when creating the SharePoint/O365 Group/Microsoft Team.

- SharePoint/O365 Group/Microsoft Team names cannot exceed 64 characters.

- The SharePoint/O365 Group/Microsoft Team name cannot be changed once it has been created.

3. Need help?

If you need help with Naming Conventions for SharePoint/O365 Group/Microsoft Teams, **submit a ticket** or call 617-495-7777.

4. References

- ServiceNow KnowledgeBase – https://harvard.service-now.com/ithelp?id=kb_article&sys_id=4e738c1ddbcfb708dffdbc32ba96190e