

Microsoft Teams

Day in the life - Compliance Officer

Diego is Compliance Officer with Contoso Technologies working closely with IT to ensure that employees abide by internal policies and regulations set by regulatory bodies. He reviews and defines compliance policies to prevent unethical, illegal, improper and under-use of resources provided. Additionally he is responsible for security and prevention of confidential and sensitive company data.

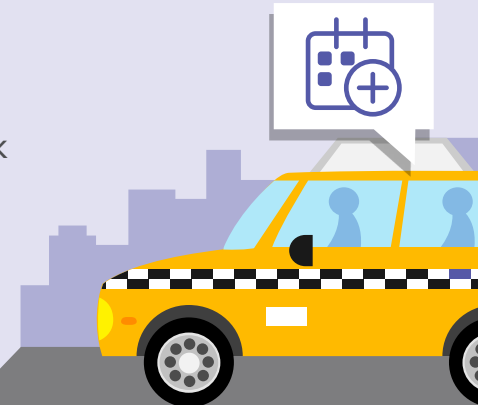
7:45 AM

Diego starts his day by reviewing the activity feed using his Teams mobile app. He identifies a post where he was @mentioned with high priority by his manager about a newly announced regulation that will go into effect in a couple of months.



8:30 AM

On his way to work he schedules a meeting with his compliance and the IT team using the Outlook mobile app, to discuss next steps to implement the new policy at Contoso. Since most employees work remotely, Diego sets it up as an online meeting.



10:00 AM

Diego's team and the IT team join the meeting to discuss the new regulation and to define the triggers, labels and outcomes for potential policies that are needed. Diego shares the screen with the details of the regulation. During the discussion, he uses the built-in Meeting Notes functionality in Teams to take notes and for the team to upload any relevant files to work on during the meeting together. The meeting is also recorded for the folks that were unable to make it.



11:30 AM

After the call, Diego goes through the meeting notes and files, summarizes the policy requirements that he pins as a tab in the Teams channel. He @mentions his manager as an FYI for feedback, and assigns tasks using Planner to various folks in this team and the IT team.



2:00 PM

Diego navigates to the Office 365 Security &

Compliance center that is pinned as a tab in their team. Because he is an administrator he can see the various areas to configure and he reviews the settings for his later meeting with Patti and Jamal.



3:30 PM

Diego, Patti, and Jamal quickly start a call in Teams. Jamal shares his screen while using the Office365 Admin Portal to create the minimal set of label options that info workers can use to adhere to the regulations for certain data.



4:30 PM

Now that the implementation is complete, Patti and Jamal close the Planner tasks assigned to them. Diego gets notified of the completion of the tasks and quickly notifies everyone in the Teams channel.



5:00 PM

Diego's manager who follows the channel conversations gets notified of the update and starts a private chat to congratulate Diego of the quick and swift implementation of the policy so their company is ready whenever the new regulation goes live. He uses a Giphy to better communicate the win!

