MERCURY

Information Governance & Compliance in SharePoint Online (SPO)

16 – 20 November 2026
London (UK)



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Ref: 16141_1008024 **Date:** 16 – 20 November 2026 **Location:** London (UK) **Fees:** 5900 Euro

Introduction:

As organizations increasingly adopt cloud-based collaboration platforms, the need for structured information governance and regulatory compliance within SharePoint Online SPO becomes paramount. This Information Governance and Compliance in SharePoint Online SPO training course equips ECM leads and compliance managers with the tools and techniques to manage and secure corporate information effectively.

Participants will gain a comprehensive understanding of governance frameworks, policy enforcement, and data protection strategies tailored to Microsoft 365 environments. With a specific focus on designing and implementing compliant SharePoint Online governance models, the Information Governance and Compliance in SharePoint Online SPO course integrates legal, regulatory, and organizational requirements to ensure effective governance.

Real-world examples, case studies, and practical applications will enhance understanding and transferability of concepts. The Information Governance and Compliance in SharePoint Online SPO program also explores automation, lifecycle management, and integration with compliance solutions such as Microsoft Purview. Participants will align business operations with internal policies and external legal mandates.

Targeted Groups:

This Information Governance and Compliance in SharePoint Online SPO training targets professionals seeking specialized knowledge and skills:

- ECM Leads are aiming to manage the digital content lifecycle securely.
- Compliance Managers need oversight of SPO regulatory obligations.
- Information Governance Officers are responsible for policy enforcement.
- Microsoft 365 Administrators are involved in governance planning.
- Records Managers manage retention and classification schemes.
- IT Governance Specialists ensure alignment with data protection laws and regulations.
- Legal and Risk Officers need compliance insight into collaboration tools.
- Solution Architects are designing a compliant SPO infrastructure.
- Digital Transformation Professionals are migrating legacy systems to SPO.
- SharePoint Consultants are implementing governance best practices.

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Course Objectives:

Participants will achieve the following objectives by completing the Information Governance and Compliance in SharePoint Online SPO course:

- Understand governance structures within Microsoft 365 and SharePoint Online.
- Define internal and external compliance requirements in regulated industries.
- Design governance frameworks align with organizational goals.
- Implement records management policies for automated content retention.
- Classify data using metadata, sensitivity, and retention labels.
- Assess risks in the SPO information lifecycle and mitigate using Microsoft tools.
- Apply Microsoft Purview features to enforce data governance and compliance.
- Monitor compliance posture through dashboards and reporting.
- Integrate SPO compliance with broader corporate risk strategies.
- Evaluate and refine governance models using audits and feedback.
- Collaborate with IT, legal, and business units for shared compliance ownership.
- Ensure secure data access control across modern team sites and libraries.
- Design training plans to raise awareness of information policies and procedures.
- Automate lifecycle workflows to comply with record-keeping regulations.
- Enforce consistent permissions and access governance across the entire organization.
- Develop Standard Operating Procedures SOPs for regulatory incident response and escalation.

Targeted Competencies:

Participants will gain the following competencies during the Information Governance and Compliance in SharePoint Online SPO program:

- Ability to design and enforce SPO governance models.
- Skill in interpreting legal and regulatory compliance needs.
- Proficiency in configuring Microsoft Purview for policy automation.
- Capability to manage retention, labeling, and classification.
- Knowledge of securing collaboration environments in Microsoft 365.
- Competence in auditing, monitoring, and compliance reporting.
- Understanding of lifecycle management in alignment with record-keeping laws.
- Confidence in integrating policy governance with business processes.

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Course Content:

Unit 1: Foundations of Information Governance in SharePoint Online:

- Define information governance and its significance in SPO.
- Identify SPO's role in Microsoft 365 compliance architecture.
- Understand key components of SPO governance strategy.
- Review the lifecycle of digital information in cloud collaboration.
- Examine organizational risks associated with poor governance.
- Analyze stakeholder roles in enforcing policy and compliance.
- Understand Microsoft's shared responsibility model in cloud security.
- Explore best practices for designing governance structures.
- Align business objectives with information governance requirements.

Unit 2: Compliance Frameworks and Regulatory Standards in SPO:

- Identify core regulations affecting SPO e.g., GDPR, HIPAA, SOX.
- Explore global compliance trends in cloud information systems.
- Analyze internal policy development to ensure it aligns with regulatory standards.
- Map compliance requirements to SPO capabilities.
- Implement data residency and sovereignty strategies in Microsoft 365.
- Understand industry-specific compliance needs and SPO tools.
- Design custom policies using Microsoft Compliance Manager.
- Align legal discovery requirements with retention strategies to ensure effective management of data.
- Incorporate ethical and legal considerations into governance plans.

Unit 3: Policy Enforcement and Risk Mitigation in Microsoft 365:

- Define data loss prevention DLP policies in SharePoint Online.
- Create retention labels and enforce document lifecycles.
- Configure compliance policies through Microsoft Purview.
- Implement insider risk management controls.
- Manage access governance using Azure Active Directory.
- Apply conditional access and multifactor authentication policies.
- Enforce usage rights with Information Rights Management IRM.
- Monitor data sharing policies across sites and libraries.
- Assess and respond to policy violations with automated workflows.

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Unit 4: Implementing a Governance Model in SharePoint Online:

- Plan for metadata, content types, and information architecture.
- Develop a governance model tailored to your organization's specific needs.
- Configure site provisioning governance and approval workflows.
- Define ownership roles and responsibility matrices.
- Establish naming conventions, navigation guidelines, and structural guidelines.
- Develop policy documents and standard operating procedures SOPs for SPO governance.
- Ensure consistent permission models across site collections.
- Integrate governance with Microsoft Teams and OneDrive policies.
- Conduct pilot implementations and refine governance design.

Unit 5: Monitoring, Auditing, and Continuous Improvement:

- Leverage Microsoft compliance center for audit trails and alerts.
- Generate regulatory compliance reports for internal use.
- Track policy effectiveness through data classification and metrics.
- Design dashboards for visual compliance monitoring.
- Create escalation protocols for non-compliance issues.
- Evaluate governance performance using KPIs and SLAs.
- Plan governance assessments and readiness checks.
- Adapt to changes in laws or organizational structure.
- Foster a culture of compliance through training and awareness.

Final Insights & Key Takeaways:

Effective governance in SharePoint Online is essential for meeting today’s complex regulatory and business requirements. This Information Governance and Compliance in SharePoint Online SPO course provides the strategic and operational knowledge required to enforce policies, protect information, and ensure ongoing compliance. By mastering governance tools and frameworks, professionals can align information architecture with risk management goals. The result is a secure, compliant, and efficient collaboration environment.