**SharePoint Recertification Process**

**Accenture Federal Services**

**Operations Center**

Table of Contents

[1.0 Introduction 2](#_Toc494821516)

[2.0 Prerequisites 2](#_Toc494821517)

[2.1 Prerequisite 1 2](#_Toc494821518)

[2.2 Prerequisite 2 2](#_Toc494821519)

[3.0 Standard Operation Procedure (SOP) 2](#_Toc494821520)

[3.1 SOP section 1 2](#_Toc494821521)

[3.2 SOP section 1 2](#_Toc494821522)

[4.0 Post Implementation Verification/Testing 2](#_Toc494821523)

[5.0 Document Revision History 2](#_Toc494821524)

# Introduction

Per Security requirements, all SharePoint sites need to be recertified every six months by the primary owner listed in the “SharePoint Sites” table in Service Now. Below is what is sent to owners:

* + AFS requires that the primary site owner ​
	re-certifies their SharePoint site every 6 months.​
	+ AFS IT sends an automated email instructing the ​
	site owner to re-certify.​
	+ The primary site owner must complete and submit ​
	the re-certification form.​
	+ Site owner certifies that:​
	+ Site is compliant with AFS Policies and Client Data Protection (CDP) controls.​
	+ They have the skills to administer the site and understand their roles and responsibilities as site administrator.​

# Prerequisites

### Ensure Primary Owner is still Primary Owner

#### This step can be done by the primary, secondary owner, or executive sponsor

#### Fill out the form to re-assign the primary owner if it needs to be changed

### Primary Owner verifies site using SharePoint Settings

#### Review site users and remove inappropriate users

#### Review site user permissions and verify that the

#### Verify users have the minimum permissions needed to do their jobs.

#### Check for and fix broken inheritance (e.g. unique permissions on lists, libraries, documents).

#### Verify that site content is compliant with AFS Governance and Best Practices.

#### Take corrective action as a result of the review.

### Complete the Recertification Form and submit to AFS IT.​

# AFS IT Recertification Process

### If Primary Owner does not recertify site by deadline in email

#### Workflow will start sending emails to primary, secondary owners and executive sponsor to validate primary owner name

#### If the primary is identified, they will get notified to recertify the site again. If not, the Service Desk will escalate the ticket to Security for determination of next steps

#### If no owner is determined, Operation Center will get a task to lock the site. This process involves going into the site and setting a “no access” switch. See 3.1.3 for steps

### If Primary Owner recertifies the site

#### Service Now will update the recertification status and move the date forward 6 months

### If site needs to be locked

#### Operation Center will run a PowerShell script to set site to noaccess

#### SharePoint Site record in Service Now will be updated accordingly

#### A task is set for Operations to either reactivate or shut down the site if no owner is identified after noaccess is set and 30 days has passed.

# Document Revision History

| **Version** | **Date** | **Prepared By** | **Comment** |
| --- | --- | --- | --- |
| 0.1 | 07/27/2018 | Matthew.Kostak | Initial Draft |
| 0.2 | 07/27/2018 | Matthew.Kostak | Grammar modifications review with g.moneleone |
| 1.0 | 07/27/2018 | Matthew.Kostak | Approved for Operation |
|  |  |  |  |