# **Streamline** your entire Policy **Management Lifecycle** with Microsoft 365



## Top issues for our clients.

- How do we make policy creation, updating, and distribution seamless? Siloed workspaces to collaborate and
  - manage policies.

How do we manage policies more

Manual tracking of policy renewal or expiration through Microsoft Excel.

efficiently?

- How can we maintain access control and security to sensitive policies? Multiple people are involved in the policy creation process.
- How do we ensure employees' compliance and accountability?

Chasing employees individually to read and acknowledge the policies.

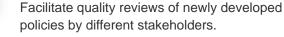
### **Automate your Policy Management** Lifecycle.

Professional Advantage's Policy Management Solution Accelerator in Microsoft 365 helps you get a better handle on your policy lifecycle from start to finish.



**Policy Creation.** 

Develop new policies through an authoring process, defining the scope and objectives of policies and procedures.



Review and Approval.

**Publishing & Distribution.** 

Effectively communicate policies to the

#### appropriate audience within the organisation.

acknowledge policy changes.

**Employee Acknowledgement.** 

Establish a mechanism for employees to

#### Track Compliance.

View overall reporting and acknowledgement status for each policy.

#### **Expire or Renew Policies.**

Determine when the policy needs to be updated or replaced entirely by a new version.

### **Common policies** and procedures in the workplace

A Policy Management Solution Accelerator by Professional Advantage can help your business better manage these often used and important policies and procedures.

- HR and Employment Policies.
- Employee Code of Conduct.
- Health and Safety. Travel and Expenses.
- Hybrid and Remote Work Policies.

Information Security. Social Media Policy.

Confidentiality Policy.



dashboard for managing your entire policies lifecycle. Create and store reusable

A central place and



typical policies or updating existing ones. Automated alerts for when

policies are up for review,

renewal, etc.

templates for making



Collaborate with various policy authors in real-time.

Complete audit trails of

and prevent data loss.



Control access permissions

updates with version history.



Automate employee acknowledgement of policies.

Cost-effective and natively integrated with your broader Microsoft 365 ecosystem.



#### you need for policy management and collaboration in a single digital workspace Microsoft 365 and SharePoint are your policy and procedure library and collaboration systems,

**Everything** 

enabling seamless end-to-end policy lifecycle management. As a long-time and trusted Microsoft Partner, our team can assist you in deploying and configuring a Policy Management solution that meets your specific needs.

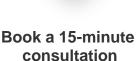
# learn more?

Ready to



Policy Management solution.

**VISIT WEBSITE** 



#### Find out how to get started with SharePoint for managing your policies.

**CONTACT SALES** 



## your modern workplace.

can use SharePoint for

**LEARN MORE** 

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