

SharePoint Site Ownership & Lifecycle Governance Matrix

MATRIX

Map SharePoint sites by purpose, owner, permissions, hub alignment, lifecycle stage, external sharing risk, and review cadence.



How To Use This Matrix

- 1 List sites, Teams-connected sites, hubs, and key libraries.
- 2 Identify business owners, support owners, and site contacts.
- 3 Review permissions, sharing, lifecycle, retention, and AI exposure.
- 4 Decide what to keep, archive, merge, clean up, or govern tighter.



What This Matrix Covers

- Site Purpose And Business Function
- Business Owner And Support Owner
- Hub Alignment And Site Type
- Permissions And External Sharing
- Lifecycle, Retention, And Review Cadence
- Copilot Exposure And Priority Actions

Organization

Date

Prepared By

Primary SharePoint Area



Why This Matters

- ✓ **Less Site Sprawl:** Every site should have a clear purpose, owner, and lifecycle.
- ✓ **Clearer Accountability:** Ownership reduces orphaned sites and unmanaged content.
- ✓ **Better Copilot Readiness:** Governed sites create more trustworthy AI retrieval.

Section 1: SharePoint Site Inventory & Purpose

MATRIX

Capture the sites, libraries, and collaboration areas that need ownership and lifecycle decisions.

| | Site Name Or URL | Site Type | Business Purpose | Primary Department | Hub Association | Lifecycle Status |
|---|------------------|-----------|------------------|--------------------|-----------------|------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |



Questions To Answer

- ✓ Which sites no longer have an active owner?
- ✓ Which sites duplicate another site or workspace?
- ✓ Which sites contain high-value or sensitive content?
- ✓ Which sites have an unclear business purpose?
- ✓ Which sites should be consolidated, archived, or governed tighter?

Section 2: Ownership & Accountability

Business Owner

Site Contact

Technical Owner

Content Steward

Escalation Path

Section 3: Governance & Lifecycle Matrix

MATRIX

Assess each site for permissions, sharing, lifecycle expectations, retention needs, and Copilot exposure.

| | Site Or Area | Permission Model | External Sharing Risk | Sensitivity Level | Retention Or Lifecycle | Review Cadence | Decision |
|---|--------------|------------------|-----------------------|-------------------|------------------------|----------------|----------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |


Section 4: Risk & Readiness Review




Ownership Risk




Permission Risk



Lifecycle Risk



Copilot Exposure Risk



Keep It Practical

- ✓ Assign ownership before adding more policy language.
- ✓ Review external sharing before expanding access.
- ✓ Archive inactive sites before rebuilding the same clutter.

Section 5: Governance Decisions & Action Plan

MATRIX

Turn the site inventory into clear lifecycle decisions, ownership assignments, and next-step governance actions.

| | Site Or Library | Keep / Merge / Archive | Owner Assigned | Cleanup Needed | Policy Or Standard Needed | Priority Action |
|---|-----------------|------------------------|----------------|----------------|---------------------------|-----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

Section 6: Priority Actions

 **Do Now**

 **Do Next**


 **Do Later**

30 / 60 / 90 Day Lifecycle Plan

30 Days

60 Days

90 Days



Outcome

- Cleaner SharePoint site inventory
- Clearer ownership and lifecycle accountability
- Stronger governance and Copilot readiness