Microsoft Teams Naming Convention Guidelines

Purpose: University Records Management has developed naming convention guidelines for Microsoft Teams team names. By adhering to a single naming convention across the university, employees and students will be able to locate and join teams more efficiently; reduce redundancy in team and file names created within Teams; save time in searching for files; and better adhere to university records retention and disposition requirements. Anyone creating documents to be uploaded to Microsoft Teams should follow the University Records Management file naming guidelines.

Responsible Parties: These naming guidelines apply to employees, vendors, contractors, and students who use Microsoft Teams.

Naming Convention Guidelines (Faculty and Staff):

- For Unit and Subunit abbreviations, use commonly known abbreviations.
  - *Examples: BF (Business & Finance, Office of), FOD (Facilities Operations & Development), OSUMC (Ohio State University Medical Center), UMAR (University Marketing) and CFAES (Food, Agricultural, and Environmental Sciences, College of).*
- Ensure that everyone in the unit uses the same Unit and Subunit abbreviations for consistency.
- Do not spell out numbers, only use 0-9 numerical characters.
- Team names should consist of 3 components, with an optional 4th component at the end (see chart below).
- Add the following naming standards *to the end of the team* name for these types of teams:
  - **Cross-unit projects:** (XUP); *Example Team Name: BF & FOD Maintenance Budgets FY 2020 (XUP)*
  - **Cross-unit standing groups/committees:** (XUC); *Example: Staff Advisory Council (SAC); Team name: SAC Meeting Minutes 2020 (XUC)*
  - **Official external projects:** (OEXT*); Example: Student Life Off-Campus Landlord ABC; Team name: SL Off-Campus Landlord ABC Services Documentation (OEXT)*
  - **Non-record external:** (NREXT); *Example: Non-OSU professional associations; Team Name: Ohio Electronic Records Committee Blockchain 2020 (NREXT)*

Components	Explanation
Unit	Start with Unit name; use commonly known abbreviations.
Subunit	Add Subunit abbreviations commonly known (generic examples found in table below).
Team Name or **Project Name**	Keep it short but write a description that makes the purpose clear.
Date *(optional)*	*YYYY-MM-DD format, if date is needed.*

Examples:

- EHE ES Graduate Studies Practicum Procedures Update Working Group
- BF-AP FOD Capital Planning FY 2021
- OSUMC James Administrative Assistants Group
- FCOB Marketing Flyers Spring 2021

Examples:

General Subunit Abbreviations	General Subunit Names
COMM	Communications *(Department-level)*
HR	Human Resources *(Department-level)*
IT	Information Technology (Department-level)
MKTG	Marketing *(Department-level)*

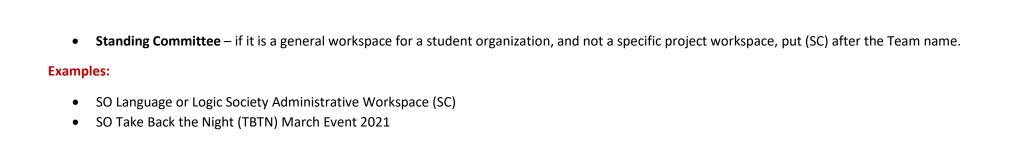# Naming Convention Guidelines (Students and Student Organizations):

Class Projects/Assignments	Explanation
Subject Area Abbreviation	Subject area abbreviation as classified in the course catalog
Course/Catalog Number	Course/Catalog number as classified in the course catalog
Term	Term and year abbreviation
Project/Assignment Number	Project/Assignment number as found in syllabus

Examples:

- CHEM 1210 SP21 Project 3
- POLITSC 1200 AU21 Assignment 1
- THEATRE 2000.03 SU Project 1

Naming Convention Guidelines (Students and Student Organizations):

Student Organizations	Explanation
SO	SO at the beginning of the Team name will distinguish the Team as a student organization
Name of student organization	Name of student organization
Team name or Project Name	Add a brief description that makes the purpose clear
Date (optional)	If it is a project that will have an end, include a 4-digit year

- **Standing Committee** – if it is a general workspace for a student organization, and not a specific project workspace, put (SC) after the Team name.

Examples:

- SO Language or Logic Society Administrative Workspace (SC)
- SO Take Back the Night (TBTN) March Event 2021

For more information or for assistance in developing a Teams naming convention for your business unit, contact:

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Additional records management resources can be found at https://library.osu.edu/osu-records-management.

Additional Teams resources can be found at https://admin.resources.osu.edu/office-365/teams.

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