Microsoft 365
Security Assessment

Choice Solutions helps organizations quickly identify high-impact security, governance, and collaboration opportunities across Microsoft 365. This focused assessment evaluates key Microsoft 365 and Microsoft Purview capabilities, highlights material risks and configuration gaps, and translates findings into a practical roadmap for improvement.

Why This Assessment Matters

Many organizations have powerful Microsoft 365 security and governance capabilities available today but lack a clear view of how well they are configured or adopted. This assessment provides leadership and technical teams with prioritized insight into the current environment, including data protection, access controls, external sharing, and Purview usage.

Assessment Scope

The engagement uses Microsoft-native tools and focused expert analysis to review the Microsoft 365 environment in the areas most likely to affect security, governance, and collaboration.

Key areas reviewed include:

- Identity and access controls, including relevant Microsoft Entra ID configuration areas.
- Data storage, collaboration, and sharing practices across SharePoint, OneDrive, and Teams.
- External sharing and collaboration settings that may increase exposure risk.
- Microsoft Purview usage, including sensitivity labels, classification, and DLP policies where present.
- Opportunities to improve data protection and governance using existing Microsoft 365 licensing.

Assessment Approach

1. **Discovery and Access Alignment:** Choice Solutions confirms goals, priorities, timing, communication expectations, key contacts, required access, and any known concerns before assessment work begins.
2. **Assessment Execution:** Choice Solutions collects and reviews relevant Microsoft 365 configuration data using Microsoft-native tools and targeted analysis to establish the current-state posture.
3. **Analysis and Findings Development:** Assessment results are analyzed to identify material risks, configuration gaps, and improvement opportunities. Findings are prioritized based on likelihood, business impact, Microsoft guidance, and available licensing capabilities.

(913) 338-4950 reply@choicesolutions.com www.choicesolutions.com

4. **Reporting and Roadmap:** Choice Solutions delivers clear, actionable guidance for business and technical stakeholders, including an executive summary, prioritized findings, recommendations, and a phased improvement roadmap. A stakeholder readout session is included to review results and answer questions.

What You Receive

Executive Summary

A concise, business-focused summary for leadership, including the overall Microsoft 365 security and governance posture, key risks and exposures, and recommended priorities.

Assessment Report and Findings Register

A consolidated report that documents the assessment methodology, scope, prioritized findings, risk context, supporting observations, and recommended actions. Focus areas include identity and access management, data access and sharing practices, Purview opportunity areas, and risk-based prioritization.

This deliverable is focused on high-impact findings and is not intended to represent an exhaustive review of all Microsoft 365 configurations.

Stakeholder Readout Session

One remote session to present the executive summary, review key findings and recommendations, walk through the roadmap, and address stakeholder questions.

Important Notes

This assessment provides focused, actionable guidance. Unless separately discussed and approved, the engagement does not include implementation or remediation, production policy design or deployment, exhaustive review of every Microsoft 365 workload or object, end-user training or organizational change management, formal regulatory/legal/audit certification, third-party platform assessment, penetration testing, vulnerability scanning, or ongoing monitoring and managed services.