

Article:

Planning for A365 SPO: The One Hub Concept and Considerations for Making Hub Requests

The Army is transitioning to Army365 (A365) SharePoint Online (SPO) and everyone may not know what a Hub Site is, let alone who qualifies for one, and how to request one. Based on Senior leadership guidance, TRADOC is pursuing a One Hub SharePoint Concept for A365. However, Centers of Excellence/Major Subordinate Organizations (CoEs/MSOs) may still request subordinate Hubs for their organization. This article outlines what a hub is, why TRADOC is pursuing the One Hub Concept, and identifies considerations for organizations before requesting a subordinate Hub within the new A365 SPO environment.



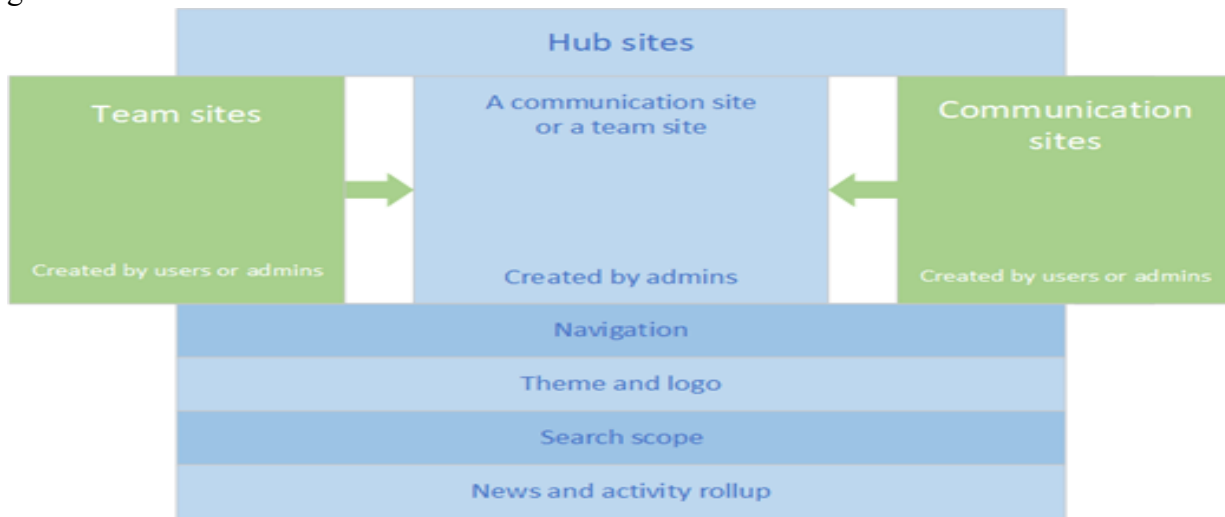
What is a Hub?



In terms of A365, a Hub is a top-level SPO site that has the ability to group site collections together. A site collection is made up of one top-level site and all sites below it. As the new environment does not allow for subsites, information is brought together within a Hub. A site collection can be moved from one hub to another hub, for instance if a unit moves to another command. The Hub supports a search feature that allows a user to go to the Hub and search for a document or record and will display results for any site that is connected to that Hub for which the user has view permissions. SPO Hub sites help organizations meet their needs by connecting and organizing sites based on project, department, division, region, etc. These features make it easier to discover related content such as news and other site activities. Hubs apply common navigation, branding, and site structure across associated sites.

Hub sites require some up-front planning, they are the central location commands use when organizing groups of team sites and communication sites together. With a Teams site, one collaborates with members of a project or organizational team. Whereas, a communication site, such as SharePoint Online, one communicates with a broad group of people or the entire organization. A key principle within Microsoft SharePoint is that each unit and/or large staff section should get a separate site collection. This helps organizations manage governance and

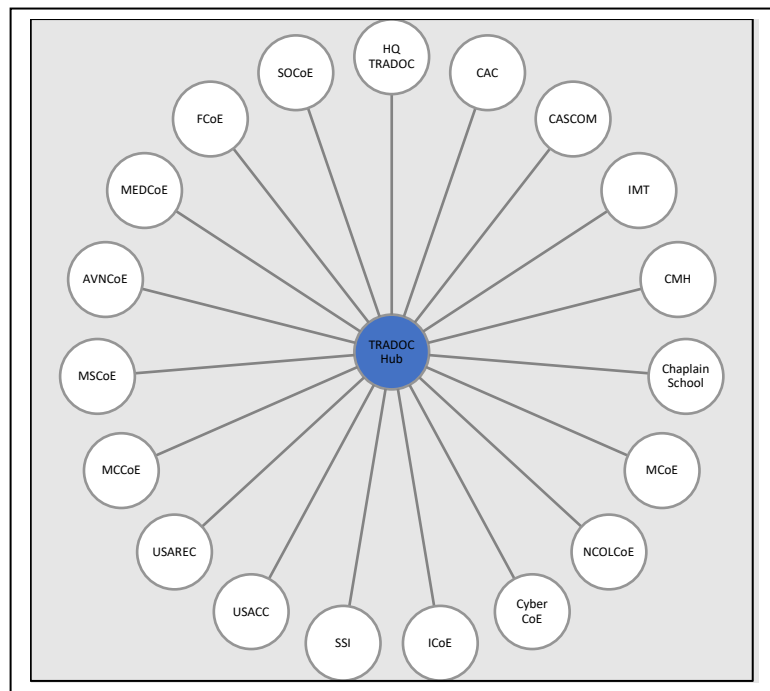
growth over time.



TRADOC One Hub Concept

The TRADOC directed SharePoint architecture is comprised of a central hub that connects the site collections for all Centers of Excellence/Major Subordinate Organizations (CoE/MSO).

Each CoE/MSO as well as other TRADOC direct reporting units will have sites directly connecting to the TRADOC Hub. A central TRADOC Hub will improve information flow and standardization across all associated Command site collections. The TRADOC Hub



uses a cascading mega-menu located at the very top of the SharePoint interface. This menu will be available to all site collections associated with the Hub. At a minimum, the Hub menu will have links to the home page for all associated site collections. All associated site collections inherit the theme and colors from the Hub. When a site collection is associated with a Hub it is added to the search scope for that Hub. Three SharePoint web parts are available to roll up news and events published to the site collections associated with a Hub: Highlighted Content, News, and Events. The TRADOC SharePoint Home Page will include at least the Highlighted Content web part. CoEs/MSOs are not required to display any roll up web parts.

Requesting a Subordinate Hub

Although current guidance is that TRADOC will have a one Hub topology, there is a process for CoEs/MSOs to submit and present requests for subordinate hubs or “sub-hubs”. CoEs/MSOs may initiate a request for a Hub that is subordinate to the TRADOC Hub by initiating a site request through their Major Command Level Administrator (MCLA). Requests should be sent to the MCLA email address, army365-mcla-tradoc@army.mil.

The requesting organization must present the business case for requiring a Hub to the DCS, G-6 and Chief Knowledge Officer (CKO). The business case needs to clearly and compellingly present the requirement as to why a subordinate Hub Site is necessary to support CoE/MSO operations in the A365 environment. The business case must also outline the CoE/MSO’s plan for supporting a Hub at their level to include manpower and personnel costs to sustain or maintain their hub.

The current process is for the requesting organization to present their hub request to both the DCS, G-6 and the CKO. After reading and hearing the business case, the DCS, G-6 and CKO will then make an initial recommendation to TRADOC senior leadership on whether the sub-Hub should be approved. TRADOC Sr. Leadership make the final determination on any deviation from the One Hub Concept.

To reiterate, there is a process for a CoE/MSO to make a request for a sub-Hub. Until one is approved, however, the TRADOC A365 SPO continues to forge ahead under the one Hub topology,

References:

1. Microsoft, “Planning your SharePoint hub sites,” Accessed Aug 11, 2022, <https://docs.microsoft.com/en-us/sharepoint/planning-hub-sites>.
2. HQDA, “Army 365 SharePoint Online Governance,” Version 3.05 Draft.
3. TRADOC Memorandum, “Governance of the TRADOC SharePoint Environment in Army 365 SPO,” Draft.

Additional Resources

Army 365 SPO Center of Excellence, https://armyeitaas.sharepoint-mil.us/sites/spo_coe.

This TRADOC OCKO publication was written by Nathan Truckenbrod. Want to learn more? You can respond to this article or access related articles, blogs, media presentations, and more at <https://www.milsuite.mil/book/groups/tradoc-km>.

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