**Do I need to request a new Team?**

1. **Is your collaboration need long term or short term (3-6 months)?**
   - **SHORT TERM**
     - Do you require access to all apps available in Teams for your group to collaborate (for example, Microsoft Planner, Lists)?
       - NO
         - Is the topic independent of an existing team?
           - YES
             - Create and name a group chat in Teams, to share files, and add any other resources as tabs. Add/remove users to the group chat as needed.
           - NO
             - Create a private channel in your Team and provide access to the subset of team members.
       - YES
         - Request a new Team
   - **LONG TERM**
     - Are all of the members already part of an existing Team, or can the members be added to an existing team?
       - YES
         - Is the purpose of the Team relevant to the collaboration need?
           - YES
             - Does the collaboration content need to be locked down to a subset of members?
               - YES
                 - Create a standard channel in existing Team for your collaboration need. Train team members on hiding channels and setting notifications on only those channels which are relevant to them.
               - NO
                 - Request a new Team
           - NO
             - Request a new Team
       - NO
         - Request a new Team