

SIDE-BY-SIDE COMPARISON:

# Microsoft 365 Built-in Features versus iWorkplace Elements

Feature/Capability	Microsoft 365 Built-in	iWorkplace Elements	Key Advantage for SMBs
Document Management Summary	Basic document libraries with version control and manual metadata tagging.	Pre-configured site templates, automated metadata application, and streamlined approval workflows.	Reduces manual effort and ensures consistent governance without requiring SharePoint expertise.
Content Classification	Manual classification requiring user action; limited or expensive auto-classification capabilities.	Automated content classification based on content structure, business context, and usage patterns.	Search is now easily enhanced; Content Policy is simpler to apply and critical content is properly classified without depending on users to do the right thing.
Retention & Disposal Management	Basic retention policies must be manually created and applied.	Pre-configured retention schedules aligned with common regulatory requirements; automated policy application.	Simplifies compliance without requiring deep records management expertise or SharePoint Admin skillsets. No requirement for E5 licensing
Search Experience	Standard SharePoint search with limited refinement capabilities.	Enhanced search with industry-specific taxonomies and optimised content directory.	Employees find information significantly faster, reducing productivity losses.
Controlled Documents Management	Basic approval workflows requiring custom configuration.	End-to-end controlled document lifecycle management with working library templates, authoring processes, review alerting, audit and read only content publishing workflow.	Ensures policies and procedures stay current and compliant without manual oversight.
Employee File Management	Requires custom solution development.	Purpose-built employee file management with privacy controls and lifecycle management. Document set security to subfolder layers.	Simplifies HR document management while ensuring compliance with privacy regulations
Contract Management	Basic libraries with limited workflow capabilities.	Complete contract lifecycle management with expiration alerts and milestone tracking.	Prevents missed renewal dates and improves vendor management.
Security & Access Controls	Standard SharePoint permissions model requiring manual setup.	Simplified security model with pre-configured access patterns, automated security trimming and simplified permissions viewing/management	Reduces administrative overhead while enhancing protection of sensitive content.
Workspace Creation	Manual creation and configuration by IT or power users.	Wizard driven Self-service workspace requests, and auto-provisioning with governance guardrails automatically applied.	Eliminates IT bottlenecks while maintaining consistent user experience and governance.
Compliance Documentation	Manual documentation of controls and processes.	Automated compliance reporting and control documentation.	Simplifies audit preparation and reduces compliance documentation burden.
Scalability	Requires significant reconfiguration as business needs evolve.	Modular approach allows adding capabilities as needed. All workspaces and folder structures deployed consistently in line with your Business Classification	"Grow as you go" approach prevents overspending on unnecessary features. Consistency at scale simplifies management and improves user experience and productivity.
Implementation Time	Weeks or months to properly configure.	Days to implement with pre-configured solutions.	Faster time to value with lower implementation costs.
Technical Expertise Required	Requires SharePoint administrators and developers.	Designed for enabling business users with minimal technical expertise.	Lower total cost of ownership with reduced dependency on specialised skills.
Feature/Capability	Microsoft 365 Built-in	iWorkplace Elements	Key Advantage for SMBs

## Let’s Talk

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