



Information Asset Classification Training Toolkit

What is included in your training packet:

1. Training materials:
 - a. A customizable training slide deck (PowerPoint and PDF)
 - b. How-to guide on creating templates in SharePoint
 - c. User Guide – Sensitivity Labels (linked [here](#))*
 - d. M365 Sensitivity Label Classification Definitions (linked [here](#))*
2. Internal policy development resources - compiled notes/links organized into a usable format to consider when classifying agency information assets:
 - a. Draft Information Asset Classification Program Checklist
 - b. Draft Info Asset Classification Decision Matrix Template
3. Additional Resources:
 - a. Information Asset Security Classification Sample Methodologies
 - b. Queensland Government Information Security Classification Framework
 - c. Data Governance and Transparency [policy webpage](#)
 - d. A slide from the train-the-trainer training session listing additional resources (PDF)

**Requires Oregon M365 profile to access*