

SharePoint Team Site Vs. Communication Site

- Want to Collaborate with a Team Vs Broadcast Information
- Everyone Contributes Vs. Small set of members contribute

Use a team site when you want to collaborate with other members of your team or with others on a specific project. With a team site, typically all or most members can contribute content to the site and the information is limited to only the members of the team or project and specific stakeholders.

If your intention is to simply broadcast information out to a broad audience, a communication site is the better choice. With a communication site, typically only a small set of members contribute content that is consumed by a much larger audience.

Here is another detailed summary:

SharePoint Team Sites and Communication Sites serve different purposes and are designed to meet different organizational needs.

1. Purpose:

Team Sites are focused on collaboration. They are designed for team members to work together on projects, share files, and manage tasks. All members typically have permissions to add, edit, and delete content ([source](https://kwizcom.com/sharepoint-communication-site-vs-team-site/)).

Communication Sites are intended for broadcasting information to a broader audience. They are used to share news, reports, or other information with the entire organization or a large group of people. Content is usually created by a few authors and consumed by many.

2. Design and Layout:

Team Sites have a more functional and straightforward layout focused on team activities, files, and collaborative tools. They integrate closely with Office 365 Groups, providing features like shared mailboxes, calendars, and planners.

Communication Sites feature a visually appealing design with customizable layouts that emphasize content presentation. They often include web parts for news, events, and highlighted content to effectively communicate messages.

3. Permissions and Roles:

In **Team Sites**, all members typically have content authoring permissions, allowing them to create and edit documents and other content.

In **Communication Sites**, a smaller group of users (usually site owners) are responsible for content creation, while the majority are viewers who consume the content.

4. Use Cases:

Team Sites are ideal for project management, departmental collaboration, and any scenario where multiple users need to work together on shared tasks and documents.

Communication Sites are best suited for company-wide announcements, publishing policies, and sharing resources or news that need to reach a broad audience.

By understanding these key differences, organizations can choose the right type of SharePoint site to meet their specific needs.