



# QUISITIVE SMART START WORKSHOP FOR MICROSOFT TEAMS

## 01 ACHIEVE MORE WITH MICROSOFT TEAMS

Once a business has made the investment in Office 365 and Microsoft Teams, a vast new set of capabilities becomes available to help strengthen corporate collaboration and transform the digital workspace experience. As the hub for teamwork within Office 365, Microsoft Teams is built so that users can put all the tools they use daily into one centralized space, providing the foundation to meet the demands of a digital workforce.

Yet, without a plan in place, the adoption of new technology can be a challenge. Whenever there's an implementation failure, it's often the technology that's blamed. The reality is that for the finest technical solution to succeed, you need to have a clear activation plan.

Qusitive's Smart Start Workshop is a framework designed to help organizations understand how Microsoft Teams can be successfully configured and rolled out so that your business sees increased collaboration and improved productivity.

## 02 WHAT YOU GET

Unlocking the power of Microsoft Teams

Technology for technology's sake doesn't drive business value. While Microsoft built Teams in response to the evolution of collaboration in the modern workplace, the technology is only as good as the activation plan a business has in place. Qusitive's Smart Start Workshop for Microsoft Teams provides a clear understanding of the benefits a fully functioning Teams environment can provide your business and sets the foundation for a successful adoption.

During this 2-day workshop, Qusitive will help your business understand the full range of capabilities that Teams offers and examine how those capabilities best fit with your business needs. From there, we evaluate the various use cases generated in the workshop and develop a phased plan for rollout that ensures users gain value from the platform early and often. The rollout plan is developed to ensure that user adoption is both sustainable and scalable.

## 03 WHAT TO EXPECT: WORKSHOP DELIVERABLES

Workshop participants include business and technology teams.

DELIVERABLES



### EDUCATE

- **Baseline Understanding**  
Review Microsoft Teams core concepts, platform capabilities, business value opportunity and marketplace adoption.
- **Art of the Possible**  
Examples and best practices of optimized Microsoft Teams environments, the pain points the Teams rollout solved and correlated business value the organization received.
- **Activation Considerations**  
Areas to consider when rolling out Teams; VOIP, security, governance, compliance and tool integration across Microsoft Flow, PowerApps, bots, forms, and more.



### BRAINSTORM

- **Background & Context**  
Review the organization's current state, organizational goals, digital workspace philosophy, pain points, and opportunities.
- **Teamwork Review**  
Understand how the organization currently collaborates and communicates across teams, departments and external stakeholders.
- **Use Case Creation**  
Within this ideation session we talk through where the platform could address business pain points and create a list of targeted use cases



### EVALUATE

- **Organizational Feasibility**  
Taking the use cases identified in the brainstorm session, we map platform capabilities against business needs to create a view of what is technically and organizationally feasible within your Teams rollout.
- **Use Case Prioritization**  
We determine the level of effort to implement each of the use cases – both technically and in terms of organizational change.
- **Use Case Success Metrics**  
We take the prioritized use cases and align success metrics and KPIs.



### PLAN

- **Activation Game Plan**  
Qusitive will summarize the prioritized use cases and build a high-level game plan on how to move forward with rollout. Including:
- **Technical Actions;** from evaluations related to security settings to connectivity to integration points with Active Directory
- **Organizational Actions;**  
1: how to identify, train and engage ambassadors  
2: how to plan for early adopter test phase  
3: how to phase the rollout to provide basic Teams access broadly, and to implement specialized use cases for quick wins in key areas

## GET STARTED!

Ready to lead your organization through a Smart Start Workshop for Microsoft Teams?

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