Microsoft Viva Connections
6 Week Implementation

Asses → Plan → Deploy → Train and Adopt → Drive Value

Six week plan + design including roles, project templates, and resources for the adoption of each Viva app.

Microsoft Viva Connections
6 Week Implementation

Week 1
- Kickoff meetings
- Gather Data
- Stakeholder alignment

Week 2-3
- Implementation
- Set up Infrastructure
- Integrating into existing systems

Week 4-5
- Rollout features
- Begin Training

Week 6
- Review Implementation
- Gather feedback
- Make adjustments

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Microsoft **Viva Connections** GOALS

Enterprise

- Employee engagement
- Meeting effectiveness
- Employee thriving
- Productivity

IT

- Monthly active usage
- User satisfaction
- User feedback volume

HR

- Manager effectiveness
- Employee retention
- Perks consumption

Business and Unit

- Training completion
- Key results (KR) achieved
- Focused-work optimization

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Key Deliverables

Personalized Implementation Plan

Customized Viva deployment strategy that aligns with your business goals and IT infrastructure

Comprehensive Training

Hands-on training sessions to ensure your staff can utilize Viva's features to their fullest potential

Ongoing Support

Continuous support and updates to adapt to your workforce's evolving needs and industry standards

Great Employee Experience
4 Elements

CONNECTION

INSIGHT

PURPOSE

GROWTH

Microsoft
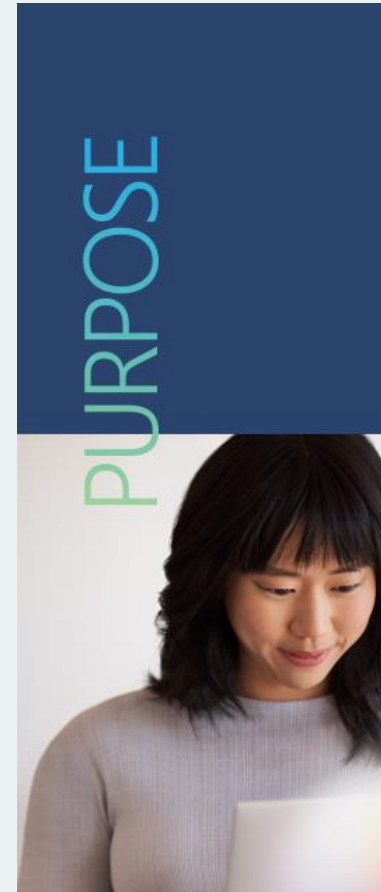
ADOPTION

Ensure a tight partnership between IT and HR
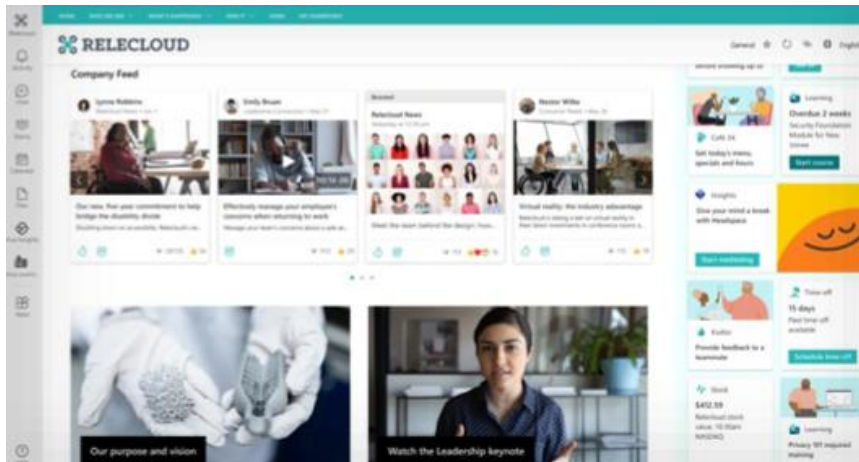
Who's who in Viva adoption: the IT and HR alliance

IT manages the deployment, integration, feedback, and support experience for Viva in the enterprise

Testing
- Facilitate pilots and validate employee experience

Technical deployment
- Manage deployment and administration inclusive of local compliance requirements
- Define and manage support model

Change management
- Partner with HR to produce localized comms, training, and learning assets, and to collect and evaluate feedback

Define value
- Identify and establish success measures (OKRs), report out to key partners and stakeholders, and share learnings across the enterprise

HR aligns and leverages Viva to accelerate and promote cultural outcomes and goals in the enterprise

Alignment with HR initiatives
- Define/recommend usage scenarios by connecting with HR process(es) and company culture initiatives

Sponsorship and amplification
- Align HR comms with Viva solutions in global and local HR messaging
- Adopt Viva first within HR to provide early feedback, show commitment
- Partner with corporate/IT comms to craft and send employee messages in the right channels

Advocacy
- Collect feedback to advocate for employees and business units
- Partner with IT on recommendations to improve core experiences

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ADOPTION

Identifying Use Cases/Guides for Each Role

DAY IN THE LIFE Compliance Officer guide ›	DAY IN THE LIFE Congressional Leader guide ›
DAY IN THE LIFE Construction guide ›	DAY IN THE LIFE Daily store operations (store manager) ›
DAY IN THE LIFE Education guide ›	DAY IN THE LIFE Education guide ›
DAY IN THE LIFE Factory Manager guide ›	DAY IN THE LIFE Federal Judge guide ›
DAY IN THE LIFE Finance guide ›	DAY IN THE LIFE Finance Manager guide ›
DAY IN THE LIFE Healthcare guide ›	DAY IN THE LIFE Hearing guide ›
DAY IN THE LIFE Housing and Urban Development (HUD) Field Office Program Manager guide ›	DAY IN THE LIFE Human Resources (HR) Manager guide ›
DAY IN THE LIFE Human Resources (HR) Manager guide ›	DAY IN THE LIFE Human Resources (HR) guide ›
DAY IN THE LIFE Lawyer guide ›	DAY IN THE LIFE Learning Disabilities guide ›

DAY IN THE LIFE Managing projects for your team with Microsoft Planner ›	DAY IN THE LIFE Managing your daily tasks with Microsoft Planner ›
DAY IN THE LIFE Marketing guide ›	DAY IN THE LIFE Marketing guide ›
DAY IN THE LIFE Marketing Manager guide ›	DAY IN THE LIFE Marketing Manager guide ›
DAY IN THE LIFE Mental Health guide ›	FLIPBOOK Microsoft 365 Accessibility adoption guide ›
FLIPBOOK Microsoft 365 adoption guide ›	FLIPBOOK Microsoft 365 Apps adoption guide ›
PLAYBOOK Microsoft 365 guide ›	FLIPBOOK Microsoft Outlook for iOS and Android adoption guide ›
FLIPBOOK Microsoft Teams adoption guide ›	PLAYBOOK Microsoft Teams for Airlines ›
PLAYBOOK Microsoft Teams for Banking, Finance & Insurance ›	PLAYBOOK Microsoft Teams for Chief of Staff (Business Administration) ›
PLAYBOOK Microsoft Teams for Chief Officers (CxO) ›	PLAYBOOK Microsoft Teams for Education ›

A day in the life of an Account Manager ▶

ADVANCED BUSINESS SOLUTIONS — Strategic IT Partner

Available with:
Copilot for Sales *(includes Copilot for Microsoft 365)*

Scenario level: ● ● ●

Buy

Benefits | 🕐 ~1 hour per week | 🔄 Areas of investment: Customer engagement | ⭐ Wellbeing & communication

8:00 am
Cassandra needs to prepare for her big pitch to Contoso so she uses Copilot to summarize emails and chats. Microsoft Copilot for Sales provides a summary of the opportunity for more context.

Copilot[2]
+Copilot for Sales

Example prompt: **Summarize** all the emails and Teams chats in the past month from Contoso highlighting the primary asks and open items.

Try in Copilot Lab: Prep for that meeting

8:15 am
Cassandra asks Copilot in Outlook to create a message to confirm the meeting. Copilot for Sales includes relevant product and pricing details from her CRM system.

Copilot in Outlook
+Copilot for Sales

Example prompt: **Draft an email** to confirm the meeting this afternoon. Highlight how excited we are to present the latest product updates and new pricing. Use a formal tone and keep the email concise.

9:00 am
Cassandra received the latest financial numbers from her business planning lead. She uses Copilot in Excel to create some amazing charts to showcase the value of the offer.

Copilot in Excel

Action: **Show all data insights.**

Try in Copilot Lab: Find insights

4:00 pm
Cassandra has missed a few chats during the day. She sees that her team has been discussing a new product launch and asks Copilot to summarize the conversation to quickly catch up.

Copilot[2]

Example prompt: **Summarize team chat** and make sure to include the key points and who made them.

Try in Copilot Lab: Get the gist

2:00 pm
It's time for the pitch. Cassandra can focus on her presentation. Copilot for Sales in Teams captures meeting notes, outstanding questions, and sales keywords and KPIs.

Copilot in Teams
+Copilot for Sales

Example prompt: **What questions were asked** during the meeting that have not been answered?

Try in Copilot Lab: Summarize meetings and videos

11:00 am
Cassandra puts the final touches on the pitch presentation by having Copilot create a slide based on a summary of the annual report.

Copilot in PowerPoint

Example prompt: **Add a slide** based on [copy in annual report summary].

Cassandra
is a sales lead at Contoso

[1]Access Copilot at copilot.microsoft.com or the Microsoft Copilot mobile app and set toggle to "Web".
[2]Access Copilot at copilot.microsoft.com, the Microsoft Copilot mobile app, or the Copilot app in Teams, and set toggle to "Work".
The content in this example scenario is for demonstration purposes only. You should evaluate how Copilot aligns with your organization's business processes, regulatory requirements, and responsible AI principles.