



## ***Modern Collaboration Quickstart Statement of Work***

The goal of QuickStart is to manage and protect your business, improve the mobility of your equipment and ensure the efficient exchange of information.

Algen Solutions will implement a prescriptive governance plan, focusing on SharePoint, Microsoft Teams and One Drive for Business to start your cloud collaboration journey.

To achieve this, Algen Solutions developed the following tasks:

1. Assemble a core governance team to define the procedures and policies that will be established to govern Microsoft 365.
2. Cloud Collaboration Immersive Experience Session – To help [CLIENT] better understand the key features and settings available through MS Teams, SharePoint and One Drive.
3. Decision-making sessions with the Government Team and information gathering with Questionnaires.
4. Creation of a Governance Plan document used as a base model for implementing Governance for Microsoft 365 collaboration services.

The goal of this Microsoft 365 governance plan is to establish policies, processes, roles, and responsibilities necessary to securely guide, manage, and control Microsoft 365 with a focus on SharePoint, Microsoft Teams, and One Drive for Business.

The main objectives of the implementation of M365 SharePoint, MS Teams and OneDrive are:

- Intranet information management
- Microsoft Teams governance and collaboration
- Records Management and Compliance
- End User Roles and Responsibilities
- Collaboration between all departments using Microsoft 365 with a focus on SharePoint, Teams and OneDrive.
- MS Teams will be leveraged for internal and external use. OneDrive will allow collaboration with external parties/partners when approved.

The following are general recommendations that will allow [CLIENT] to successfully govern their digital workspace. These recommendations include:

- Definition of responsibilities. Who is responsible for what?
- Provisioning approach. How can we create Groups, Teams, Channels and Sites? Who can create Groups, Teams, Channels and Sites? Definition of naming policies.
- Operations guidelines. Management and access process, General Configuration and service functionalities.
- Management of the life cycle of suggested content. Content management, records and retention, compliance and disposal.



We will enable your collaboration and communication scenarios defined in the roadmap created in your Collaboration Government:

- Knowledge management, document sharing, secure file storage, collaboration and communication rules and policies, automation of work processes.
- Guidelines for internal and external access to your information in SharePoint and OneDrive.
- Define Microsoft Teams settings and features required for internal and external collaboration.
- Create security and privacy compliance guidelines for your collaboration solutions.
- Define roles and responsibilities for the management and provision of your information and data in your organization.

People experiences

**Communication: 54/100 points**

Organizations that use a variety of ways to communicate support different work styles, needs, and preferences.

Communication score trend



**Meetings: 17/100 points**

When people use online meeting tools effectively, they can save up to 104 minutes a week.

Meetings score trend



**Content collaboration: 57/100 points**

When people collaborate with online files, they can save up to 100 minutes a week.

Content collaboration score trend



**Teamwork: 19/100 points**

When people share information and collaborate in a shared workspace, they can save up to 4 hours a week.

Teamwork score trend



**Mobility: 55/100 points**

Access to email and files, and communication with teammates on any device help people get work done on their schedule.

Mobility score trend



**AI assistance: --/100 points**

PREVIEW

AI assistance is not included in your organization's overall Adoption Score.

AI assistance can help the people in your organization be more efficient in their typical work activities.

There are no Copilot-enabled users in your organization.

*\*These dashboards do not represent the current state of your Microsoft environment. This dashboard will be used after the Quick Start to continue evaluating the levels of adoption, usage, and implementation of configurations, policies, and protocols for your collaboration tools at Microsoft.*