

Our services



TransformationLab



ProjectLab



CoachLab



Office365Lab

*Whatever you change,
we will make it worth it!*

Get in touch

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ChangeLab

Making Change Easy

Your
Microsoft Office 365
User Adoption Partner



Your labs to change

Learn

Kick-off project core team

In this exercise we define the core team, we will determine the different roles, talents needed within the team and the responsibilities they will take on. Afterwards we will map these responsibilities on the roll-out plan.

KPI workshop

The aim of this workshop is to ensure that the objectives of the project on the business side are clear.

Persona and stakeholder analysis

During a persona and workforce analysis, everyone who is impacted by the project will be divided into groups. These groups will be used to determine who needs which IT tools, which communications are intended for whom and to create a personal training plan.

Governance

In order to ensure that the use of Office 365, in particular SharePoint Online, OneDrive for business and Microsoft Teams, remains under control and that the company's objectives are followed, a governance plan must be drawn up.

Envision

Vision and risk workshop

The aim of this exercise is to create a shared vision of the future of the project. This vision makes it possible to explain to everyone 'why' this project was started and is important.

Roadmap workshop

The aim of this workshop is to create a roadmap with the timeline for the pilot and the subsequent departments. Moreover, this is the moment when concrete to do's and actions are determined together with the project team for the pilot phase and the further roll-out.

Communication workshop

During the communication workshop we think together about which messages should reach which personas. At the same time, we will also look at how these

messages can reach the personas easily and have the best chance of having an impact on the target group.

Training & support workshop

This workshop aims to determine a training plan per persona and the support structure for all the end users. A tailor-made training is necessary to increase the chances of success of the change.

Apply

Ambassador kick-off

Ambassadors are volunteers who help facilitate the change as early adopters. They are consciously involved as they act as motivators for their entire work environment. Motivated ambassadors ensure that the successful change spreads throughout the organization like an oil slick.

Managing a team from distance

Together with the implementation of Office 365, managers discover that they will need to guide and support their team members differently. From the go-live the focus will be more on supervising a team from a distance, on assessing the results in a result-oriented way and on creating a range of tasks for employees.

Scenario workshop

A scenario is a clustering of communication, training and possibly coaching around a certain behavioral change that is essential to successfully work with Office 365.

Resistance workshop

With most change projects there will be resistance. Everyone who is impacted by a project starts to show resistance to a greater or lesser extent. The aim of this workshop is to map out potential resistance and actions against it.

Persist

Workshop on feedback

In addition to the 'rational' KPIs, it is important to create a constant feedback loop. The aim of this workshop is to think about how this loop can be set up.