

# Our Microsoft Viva Adoption Service



Change the way you work.

Our approach at Changing Social is to focus on the people and that's what makes the Viva suite such a powerful toolset, to help transform your organisation to enhance team and employee engagement.

## Installation & Configuration

### 01 Installation & Configuration

- Viva Install and technical upskill
- Licensing and role assignment
- Provision and configure Viva
- PoC build and personalised demo

## Awareness & Communications

### 02 Awareness & Communications Planning

- Understanding the project goals and objectives
- Persona Mapping & Stakeholder Mapping
- Internal Communications Review
- Understanding the branding and tone of voice
- Developing the Communications Plan

### 03 Create Communications Assets

- Executive Email Awareness
- IT Communications Email
- Intranet news articles
- Yammer Campaign Posts
- Awareness Video Creation (min 8 days)

## Training




### 04 Training Needs Analysis

- Understanding the project goals and objectives
- Persona Mapping & Stakeholder Mapping
- Training Needs Analysis
- Develop the Training Plan
- Create the Training Content

### 05 Delivery of Training Content

- End User Training

## Get In Touch

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Contact our team of Microsoft Adoption and Change specialists.