

VIVA ROLLOUT DISCOVERY TOOLKIT



Short Description

This 2-week assessment helps you define a clear Microsoft Viva rollout roadmap within your Microsoft 365 environment. Cocentric runs structured discovery workshops with IT, HR, and Comms to prioritise scenarios, mitigate risks, and define governance for success.

Overview

Many organisations want to launch Microsoft Viva but aren't sure where to start. This toolkit gives you clarity in two weeks. Through workshops and analysis, we uncover your current employee experience, prioritise the scenarios that matter, and define success measures. You leave with a practical roadmap, governance starter kit, and executive briefing that align leaders and set the right guardrails from day one.

The toolkit ensures Microsoft 365 is extended with a phased adoption roadmap tailored to your business needs.

What you get

- Stakeholder workshops with IT, HR, and Comms
- Current-state review of content, tools, and risks
- Prioritised scenarios with agreed KPIs
- Adoption scorecard and phased roadmap
- Governance starter kit (roles, approvals, naming)
- Executive readout and next steps

Outcomes

- Agreed priorities and measures of success
- 90-day adoption plan with clear ownership
- Governance decisions captured and approved
- Risks identified with mitigation plan

Cocentric provides a roadmap that strengthens Microsoft 365 by unifying governance and adoption priorities for Microsoft Viva.

Timeline

- 2 weeks total
- Customer effort: 6–10 hours across stakeholders

Why Cocentric

- Proven frameworks for Microsoft Viva and SharePoint
- Balance of adoption, governance, and technology
- Clear deliverables that move you forward quickly

Pricing Structure

This toolkit is offered as a two-week fixed-fee engagement for most organisations. Pricing may be adjusted for larger enterprises or where additional stakeholder workshops and scenario mapping are needed.

Additional Information

Note: The price will depend on the complexity, company size, and overall scope of the implementation.

Keywords

Viva, adoption, roadmap, governance, employee experience, intranet