

A comprehensive roadmap for organizational growth in the cloud

Microsoft 365 is a powerful suite of tools designed to enhance collaboration, streamline workflows, and facilitate effective communication across organizations. However, the successful adoption of Microsoft 365 tools often varies between organizations based on how mature their processes, understanding, and usage of the platform are. A Microsoft 365 Maturity Assessment offers organizations a structured approach to evaluate their current capabilities, identify gaps, and define a roadmap for optimizing their Microsoft 365 investment.

Getting the most out of Microsoft 365 involves empowering teams to use it effectively, leveraging its powerful analytics for informed decision-making, and ensuring that the platform aligns with strategic goals. The goals should be to:

- Streamline communication channels within and across departments.
- Implement security measures that safeguard sensitive data effectively.
- Optimize productivity by leveraging advanced features such as automation.
- Adapt to changes and scale operations as needed.

Without a maturity assessment, organizations risk underutilizing their Microsoft 365 investment, leading to inefficiencies and missed opportunities for innovation.

What we do

Define scope. Establish the goals, focus areas, stakeholders and boundaries of the maturity assessment.

- Identify business drivers and priorities (e.g. productivity, security, compliance, automation etc.)
- Determine which M365 services to include (e.g. Teams, SharePoint, Power Platform etc.)

Benefits

- Get a detailed snapshot of your organization's current level of maturity in Microsoft 365 usage
- Pinpoint areas where improvement is needed, whether in adoption, technical expertise, or operational processes.
- Ensure that Microsoft 365 tools align with organizational goals and priorities.
- Identify redundant tools or underutilized features to make the best use of resources.
- Develop a step-by-step plan for achieving higher maturity levels.

- Define assessment dimensions: governance, user adoption, security & compliance, information architecture, automation, analytics, etc.
- Establish timelines and resources.

Gather data. Collect quantitative and qualitative data on current M365 usage and practices.

- Run tenant-level reports using tools like Microsoft 365 Admin Center, PowerShell, Microsoft Graph.
- Conduct stakeholder interviews, workshops, or surveys.
- Review documentation: governance plans, training materials, site structures, policies.
- Assess licenses, usage patterns, Teams and SharePoint usage, OneDrive adoption, etc.
- Analyze user behaviors through Microsoft Viva Insights or usage reports.

Evaluate maturity. Assess the current state against a maturity model.

- Select or customize a maturity model.
- Score each dimension.
- Benchmark against industry standards or similar organizations.

Identify gaps. Highlight differences between current and desired states.

- Compare current maturity scores to target maturity levels.
- Identify technology, process, policy, and skill gaps.
- Highlight risks, inefficiencies, or areas of underutilization.
- Document missing governance structures, training, or compliance gaps.

Develop recommendations. Provide actionable guidance to address gaps.

- Suggest short-, mid-, and long-term initiatives.
- Align recommendations to business goals and user needs.
- Categorize recommendations by area.
- Estimate effort, complexity, and impact.

Build roadmap. Translate recommendations into a structured plan.

- Prioritize initiatives using criteria like impact vs. effort, dependencies, or urgency.
- Organize initiatives into phases (Quick Wins, Next Steps, Future State).
- Define timelines, ownership, budget needs, and success metrics.

- Include governance and change management components.

Present findings. Deliver results in a clear and actionable way for decision-makers.

- Prepare an executive summary with key findings and maturity scores.
- Present gap analysis with visual dashboards or heatmaps.
- Share the roadmap with timelines and priorities.
- Tailor presentation for different audiences (e.g., C-level vs. IT teams).
- Recommend governance or steering committee structures for oversight.

What you get

- **Maturity Assessment Report:** A detailed report summarizing the current maturity level, key findings and insights, and identified gaps and challenges.
- **Gap Analysis Summary & Recommendations Document:** A set of actionable recommendations tailored to the organization's needs, covering technical, operational, and strategic dimensions.
- **Microsoft 365 Strategic Roadmap:** A structured roadmap that outlines steps to progress through maturity levels. This document includes timelines, milestones, and responsible parties.
- **Training and Governance Guidelines:** Materials to support user training and establish governance policies for Microsoft 365 usage.
- **Executive Summary:** A concise summary for decision-makers, highlighting the assessment's key points and proposed next steps.

Why Compugen

Compugen stands out as an ideal partner for organizations embarking on a Microsoft 365 Maturity Assessment and Roadmap. With a proven track record of delivering tailored IT solutions, Compugen brings deep expertise in Microsoft technologies and a commitment to driving measurable outcomes. Our experienced team collaborates closely with clients to understand unique business needs, ensuring that the roadmap, training, governance, and analytics are not just theoretical tools but actionable guides for success. By leveraging Compugen's insights, organizations can seamlessly transition through maturity levels, maximize our Microsoft 365 investment, and foster long-term innovation and productivity.

Other services you might be interested in

Related Service 1

OneDrive and SharePoint File Migration Assessment

Assess the readiness and security of your OneDrive and SharePoint Online environments

Related Service 2

Microsoft Entra ID & Identity Zero Trust Assessment

Empower your environment using secure identity management and zero trust principles

Related Service 3

Microsoft 365 Licensing and Optimization Assessment

Assess and optimize Microsoft 365 licensing to maximize value, align usage and drive adoption

Related Service 4

Microsoft 365 Data Security Assessment

Ensure robust security in the digital workspace and safeguard your digital assets