

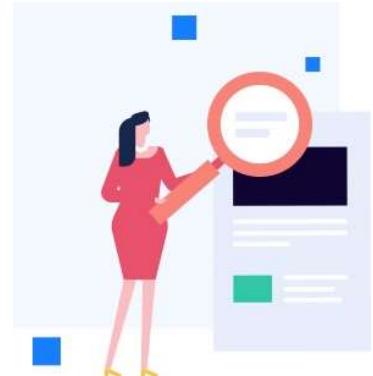
CONCEPT STUDY COLLABORATING WITH TEAMS

Start your collaboration story now

WHAT

Working together smoothly is not always easy. But with Microsoft Teams, it gets a lot easier: Teams makes it possible to communicate efficiently, meet online and collaborate on documents.

During this concept study with a focus on **Teams**, ConXioN has a thorough conversation with your project team, which usually consists of managers and key employees. We start off with an **inspiration session** where we show the most important features and possibilities of Teams.



After that, our consultants determine the current situation (AS IS) for each type of end user and we put our heads together about how it can be optimized. Our consultants investigate the current way of working, the technical setup, the licenses ...

The desired future situation (TO BE) is also extensively analyzed. Which functionalities and structure fit your organization? Is it a better choice to make some options invisible, for example? In this **governance workshop** we therefore align the user rights and obligations with to the possible settings.

For this analysis of the AS IS and TO BE situations, we map out both the **strategic vision** as well as the **functional needs** to get a clear view of the organization and the process. In addition, we also carry out a **technical analysis**: which solution matches the overall picture and your expectations best?

Key points



Analysis of the AS IS/TO BE
situations



Mapped out process



Functional, technical and organizational



For each type of end user

WHY

Usually, the best technical solution or a ready-made solution is not enough. As an employee and as an organization, you also need **a solution that fits like a glove**. That is why, from the onset, we focus on the **end user** and on **change management**: a solution the end user does not use is just a waste of your time and money.

Hence the **importance** of this concept study. The thorough preliminary investigation prevents bad investments, and the result makes it possible to make the right decision.



5 benefits



Tailor-made solution



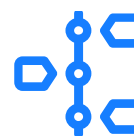
Focus on the end user



Control over budget



Detailed assessment



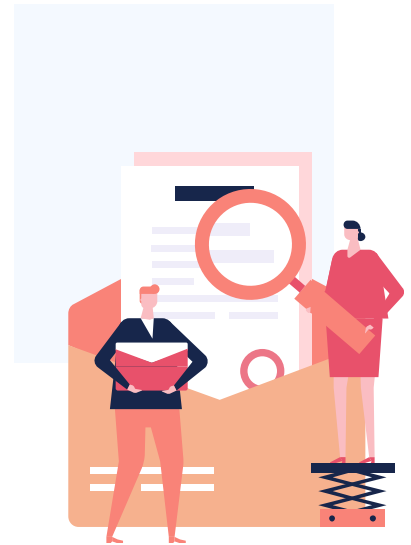
Clear roadmap



HOW

During the concept study, we will investigate how to close the gap between the AS IS and the TO BE situations. We propose a **fitting functional and technical solution**, including a **detailed quote** and **roadmap**.

We take the end users into account, as well as their possible resistance to the proposed changes. That is why this concept study also includes an **adoption workshop** in which we discuss how the communication, documentation, training and support of the end users is best done in your organization. This adoption plan is also included in our proposal.



Deliverables



Adapt session Microsoft Teams



Analysis of the TO BE situation /
governance workshop Teams



Analysis of the AS IS situation



Adoption workshop



Quote with a description of the concrete
solution, including pricing and timing based on
the concept study



Adoption plan

Contact us

for more information.



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