


## Put Knowledge to work with Viva Topics

Discover Microsoft Viva Topics to harness collective knowledge and expertise within your organization to foster easy reach to right information and create an ever-growing corporate knowledge base.

### Why e-office?

e-office can help you envision your desired state - one that encourages greater information growth within your organization by bringing knowledge to users seamlessly and connecting knowledge to subject matter experts. Our team will work with you to understand your priorities, challenges, and culture to design a solution that meet your needs by:

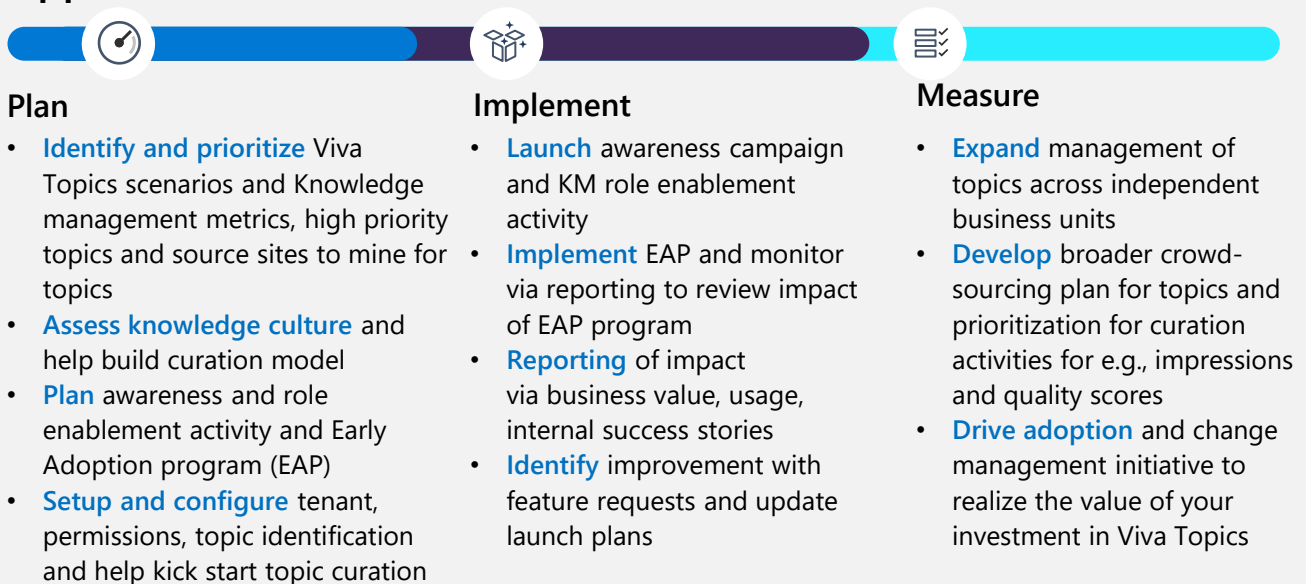
- ❑ Focusing on **building a practice** of information collaboration and knowledge management
- ❑ **Fostering connection** between teams and information with community of experts at core
- ❑ **Coaching knowledge managers and topic contributors** to easily access and curate content for corporate knowledge base



Get started today with **Microsoft Viva Topics**

- Improve business productivity such as speed-up time to onboard new employees
- Use AI to reason over your organization's content and automatically identify, process, and organize it into easily accessible knowledge
- Reduce duplication of effort by making knowledge available in the flow of work
- Find information easier and people quicker
- Prevent knowledge loss due to employees retiring or leaving for competitor

## Approach & Deliverables



Contact us today to get started!

[info@e-office.com](mailto:info@e-office.com) | [www.e-office.com](http://www.e-office.com)



## Services Overview



### Plan

- Identify and prioritize **topics usage scenarios**, **topic source sites** and **flag sensitive content**
- Discover **topics features** to implement and select **topics curation models**
- Define **Knowledge management metrics**, plan awareness and **knowledge management role enablement activities**
- Build **early adoption program (EAP) Plan**

### Onboard Extended Team

- Identify and **board knowledge managers**, **champions** and **topic contributors**

### Setup

- Review and assign licenses
- Assist with **tenant configuration** with knowledge network, and choose **site exclusions**
- Setting **permissions and controls**
- Start **topic identification** and **curate high priority topics**



### Implement

#### Communication & Knowledge Management role enablement

- Launch awareness campaign and knowledge management role enablement activity

#### Early adoption program (EAP) roll-out and management

- Review and manage **pre-EAP** and **post-EAP surveys**
- Monitor, report and review impact of **topics implementation**



### Measure

#### Preparation

- Review and update **launch plans**

#### Expand

- Expand to **new scenarios**, **stakeholders**, **users** and **sources**
- Set up **operations model**
- Drive adoption of **Viva Topics**

