

Microsoft Teams Rooms Planning Discovery and Assessment

This three-day assessment will determine the level of effort required for implementing Microsoft Teams Rooms (MTR) into the organization's environment. During this engagement FSi Strategies will demonstrate how Microsoft Teams Rooms can transform an existing meeting room or space into an easy-to-manage hybrid workspace for collaboration. At the end of this engagement, FSi Strategies will provide a Discovery and Assessment document reviewing the implementation plan as determined by the workshop, and a scope of work for deploying Microsoft Teams Rooms into the organization's environment.

Day 1 - Workshop

This workshop will include an interactive demo covering an overview and the capabilities of Microsoft Teams Rooms, before the session will begin by getting an understanding of the existing conference room setup and envisioning what is best going forwards for the organization. This session will include the following topics:

- Room Requirements
- Device Types
 - Review Microsoft Teams Rooms on Windows
 - Review Microsoft Teams Rooms on Android
 - Review Collaboration Bars, Room Systems, Content Cameras, Panels, Displays and Boards
- Configuration Types
 - Single Camera
 - Multi-Camera
 - Auto-framing
 - Microphone and Speaker Configurations (On-table, In-ceiling)

Day 2 – Discovery

- FSi Strategies will work with the organization to identify the key stakeholders across the organization's department including Facilities, AV, and IT as needed.
- Room inventory and capability planning
 - Determine number of rooms
- Site readiness
 - Assess if the organization's sites meet the key requirements for Microsoft Teams Rooms
 - Assess if the organization has sufficient bandwidth for each site
 - Assess if the organizations cabling (Ethernet, USB, HDMI) is sufficient
- Service readiness
 - Define Microsoft Teams Room resource accounts
 - Define Azure AD/Active Directory groups as needed
 - Define configuration profiles as needed
 - Adoption and Change management plan
 - Determine licensing needs for rooms
 - Determine if any of their existing meeting room devices qualify for Microsoft's Device Trade-In program

Day 3 - Review

FSi Strategies will provide Discovery and Assessment Document and review the following:

- Room specifications
- Recommended devices per room
- Room requirements as found in discovery (additional cabling, equipment)
- Microsoft 365 configuration requirements
- Adoption and Change Management recommendations