Digital Transformation Workshop, 2 Days
Location: Virtual/Microsoft Teams (unless otherwise arranged)

The goal of this 2-day assessment is to obtain and define the specific data points you need to understand your company's technology path across the Microsoft portfolio to be fully enabled for virtual / telework environment using cloud solutions.

Day 1 is a collaborative working session between our two teams. The second day is set aside for reviewing your roadmap and to support next steps in your journey. Our agenda is:

Day 1
Tell Us Your Company Story?
- What does your company do/sell/make?
- What does your company's current workforce look like?
- Where do people work and how do they work?
- What would your customers say about your current organization?
- What are your current strengths, weaknesses, opportunities, and threats?
- What does your technology look like?
- Where are you investing other than in virtual workforce transformation?

Tell Us How You Operate?
- How does your company manage its business currently (across its systems)?
- What tools do you rely on for business productivity?
- What does your digital footprint look like?
- What does your storage footprint look like?
- How secure does your organization need to be?
- Does your company consider itself collaborative?
- What operations are considered essential?
- Who makes technology decisions?
- How will that change when the team becomes distributed in a virtual setting?
- How important is regular presence to the leadership?

Technology Roadmap
- Do you currently have a defined technology stack?
- Do you currently use one or more cloud vendors?
- What are your thoughts on IT consolidation for cost optimization and systems reliability?
- Does your team have a systems specification/systems operation guide for its current technology platforms? (Cross-Vendor or Microsoft Only)
- What are your platforms for the following?
  - Business Productivity, ERP, CRM, HRIS, LMS

- Data Analytics
- Cloud Storage
- Public Facing Properties
- Mobility
- Access and security considerations
- Collaboration
- Unified Communication / Telepresence

Future Proofing
- What do you foresee the organizational growth trajectory to be?
- Do you envision that virtual workforce solutions will be a critical driver of this growth?
- How much are you willing to invest and how soon?

<u>Day 2</u>
- Presentation of organizational personas and use case scenarios
  - Analysis and Recommendations
- Discussion on Business and Technical Assumptions
  - Review of Technology Roadmap (Microsoft Interplay with Azure as core)
  - Recommendations
  - Overview and Focused Roadmaps
- Next Steps
- Cost Estimates – Licensing, Services, and Ongoing Support