



TEAMS WORKSHOP & IMPLEMENTATION

Create Your Customized Workspace



Chat for
Today's Teams



A Hub for
Teamwork



Customizable for
Each Team



Security
Teams Trust

Microsoft Teams is more than just a hub for your files, conversations & meetings...

It provides a place for your team to collaborate on projects through unified communication, which increases business effectiveness.

If you are looking at taking advantage of Microsoft Teams' unified experience through Office 365, Interlink's Teams Workshop & Implementation will help you develop a clear vision of your specific organizational needs and how Teams will benefit your users. This engagement delivers on four core ideals to create a digital workspace for high performing teams.

Teams Workshop & Implementation Offer Interlink also will:

- ✓ Build user awareness of the tool and use cases
- ✓ Deploy and configure Teams — build in compliance and governance needs
- ✓ Change management process to ensure users adopt and utilize technology



What's Included:

1 Envisioning & Technical Review

- ✓ Teams Customer Immersion Experience
 - Invite key stakeholders and champions
 - Identify priority use cases
- ✓ Run Teams adoption planning workshop to identify
 - Users and groups impacted by change
 - KPIs to measure success
 - User readiness and training requirements
 - Admin and help desk readiness and training requirements
- ✓ Review workloads already deployed in Office 365
- ✓ Teams Governance and Security Planning
 - Naming conventions and life cycle
 - Guest access and file sharing
 - Data security – Data loss, Information Protection
- ✓ Conferencing review
 - Skype and Teams coexistence
 - Network bandwidth calculator
 - Review key features / functionality
 - Review use of other third-party conference vendors
 - Review licensing for phone system/audio conferencing
 - Review integration to video conferencing hardware
- ✓ Review Teams Client Deployment and deployment software tools



2 Identify Pilot Teams & Create Adoption Plan for Teams

- ✓ Identify key stakeholders and audience
- ✓ Develop user profiles and pilot groups
- ✓ Launch adoption campaign
 - Internal awareness materials
 - Self-help training resources
 - Success measures
- ✓ Create a public Team for user feedback
- ✓ Policy documentation for your organization



3 Configure Microsoft Teams

- ✓ Activate Teams and licensing – deploy client
- ✓ Set users permissions and guest access
- ✓ Integrate into existing Office 365 products
- ✓ Configure Teams for security and compliance
 - Auditing
 - eDiscovery
 - Legal Hold
- ✓ Conferencing configuration



4 Teams Adoption & Change Management

- ✓ Build awareness of highlighted use cases within the business
- ✓ Share a clear vision of how the tools will benefit the end users
- ✓ Educate end users on how to use the new tool
 - Training
 - User Guides
 - Business case scenarios
- ✓ Check in with users to verify their adoption and collect feedback
- ✓ Educate IT team and help desk on how to support users
- ✓ Continue to market the change to reinforce the behavior change
- ✓ Remove access to previously used systems when possible

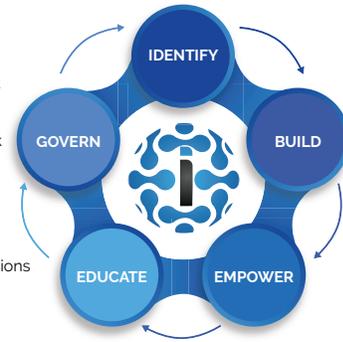
Learn how to use Microsoft Teams to connect and create in brand new ways...
 Contact us today or visit www.interlink.com/teams-workshop

Microsoft Teams Tandem Program

Interlink and Microsoft have a wealth of resources and funding available to your organization to assist in determining where Teams will fit your business processes. Interlink utilizes a robust adoption and change management methodology to assist your organization in making these important changes and ensuring that these new tools increase productivity instead of add confusion. Our expertise and experience will help guide you through to success!

- GOVERN**
- Change Management
 - Monitor Usage & Manage Restriction
 - Continuous Feedback & Recommendations
 - Continued Education

- EDUCATE**
- Tailored Training
 - Live & Recorded Sessions
 - Video Libraries
 - Adoption Campaigns



- IDENTIFY**
- Workshops
 - Executive Buy-In
 - Customer Specific Use Cases
 - Define Key Metrics

- BUILD**
- Stakeholder Engagement
 - Deployment Strategies
 - Security & Compliance
 - Controls Configuration

- EMPOWER**
- Identify Champions, Power Users & Resistors
 - Tailor Plan & Strategy
 - Immersions

ADOPTION ROADMAP 5 Steps for a Successful Adoption

Standard Program Offerings

These *can* qualify for Microsoft funding assistance and be customized for your organization.

Teams Calling Workshop

- ✓ Evaluation of your future telephony and PBX needs
- ✓ Environmental and workload analysis, including existing infrastructure and telephony state
- ✓ Demonstration of the end-to-end Teams Calling experience
- ✓ Showcase the rich portfolio of 3rd party applications and devices available
- ✓ Discuss deployment scenarios and pricing options
- ✓ Customized, actionable recommendations you can follow to enable and adopt Teams for Calling

Teams Meetings Workshop

- ✓ Evaluation of your current meetings and meeting rooms capabilities
- ✓ "Art of the possible" experience discussion to showcase Microsoft Teams as your meetings and rooms solution
- ✓ Direction on how to transform meetings and audio conferencing to be more productive
- ✓ Customized report with actionable recommendations

Teams Apps & Solutions Workshop

- ✓ Showcase how employees can be more productive in Teams when connected with other data sources
- ✓ Identify and prioritize key use case scenarios — review of solutions templates available
- ✓ App activation and enablement with governance suggestions
- ✓ Next steps with an adoption kit and success plan

Microsoft
Partner



Gold Cloud Productivity
Gold Cloud Platform
Gold Enterprise Mobility Management
Gold Datacenter
Gold Collaboration and Content
Gold Messaging
Gold Communications
Gold Windows and Devices
Gold Project and Portfolio Management
Gold Small and Midmarket Cloud Solutions
Gold Security



Learn how to use Microsoft Teams to
connect and create in brand new ways...

www.interlink.com | hello@interlink.com | 800-900-1150