

# Quick Deploy Microsoft Viva – Full Pricing Matrix

Core Effort (based on WM best practice recommendation)				
Tasks	Description	Effort (Days)	Cost (£)	Cost \$
<b>PLANNING &amp; PREPARATION</b>				
Environment review	Check the configuration of the O365 tenant including whether there are any classic pages that need to be modernised for inclusion in Topics, what taxonomies are configured, Microsoft Graph configuration, etc.	1	£ 800.00	\$ 1,129.88
Requirements confirmation	Review business requirements and confirm specific details, e.g. pages to be crawled for Topics, which insights categories will be enabled, which insights rollout scenario is most applicable, what the learning sources should be for Learning, etc.	2	£ 1,600.00	\$ 2,259.76
People & Role Identification	Identify who needs access to Viva and what the appropriate role would be.	0.5	£ 400.00	\$ 564.94
<b>Total Planning</b>		<b>3.5</b>	<b>£ 2,800.00</b>	<b>\$ 3,954.58</b>
<b>INSIGHTS</b>				
Privacy Sign Off	Supporting customers with internal privacy sign offs.	1	£ 800.00	\$ 1,129.88
Setup	Complete Setup tasks for WPA including base Organisational Data and assignment of user roles	2	£ 1,600.00	\$ 2,259.76
Admin Tasks	Complete Admin tasks for manager and leader insights.	0.5	£ 400.00	\$ 564.94
Insights App	Activate Insights App for licenced users.	0.5	£ 400.00	\$ 564.94
ACM Planning	Support the customer with quick start adoption and change management planning.	2	£ 1,600.00	\$ 2,259.76
ACM Use Cases	Work with the customer to identify two use cases (preferably at manager level) to drive first wave of adoption within the organisation. Deliver associated comms and change management assets to enable these	4	£ 3,200.00	\$ 4,519.52
Project Documentation	Create Project Documentation.	0.5	£ 400.00	\$ 564.94
<b>Total Insights</b>		<b>10.5</b>	<b>£ 8,400.00</b>	<b>\$ 11,863.74</b>
<b>TOPICS</b>				
Setup	Set up Viva Topics from the M365 Admin portal. Including creating the Topic Centre, identifying, and adding the quick start SharePoint sites, assigning Topics (viewing, editing, or managing) roles to identified customer employees.	1	£ 800.00	\$ 1,129.88
ACM Planning	Define the quick start process for working with Topics (Curating and Managing) and deliver the adoption and change management planning.	2	£ 1,600.00	\$ 2,259.76
ACM Use Cases	Work with the customer to identify two target scenarios (such as role onboarding) to drive adoption within the organisation.	1	£ 800.00	\$ 1,129.88
Project Documentation	Create Project Documentation	0.5	£ 400.00	\$ 564.94
<b>Total Topics</b>		<b>4.5</b>	<b>£ 3,600.00</b>	<b>\$ 5,084.46</b>
<b>LEARNING</b>				
Admin Role	Assign the Knowledge Admin role to identified users.	0.25	£ 200.00	\$ 282.47
Configuration - Learning Sources	Configure the supported Learning Sources the customer has subscriptions for.	0.5	£ 400.00	\$ 564.94
Platform + Viva Learning.	If supported as a native integration (for example, Cornerstone OnDemand, Saba, SAP SuccessFactors), add the customer's LMS platform to Viva Learning. Access to the LMS would be required to configure.	1	£ 800.00	\$ 1,129.88
Learning App Repository	Create the Learning App Content Repository in SharePoint	0.5	£ 400.00	\$ 564.94
Provisioning	Identify up to ten cross site learning folders to provision in the App Content Repository	0.5	£ 400.00	\$ 564.94
Surface Admin Learning	Work with the customer to surface featured learning content aligned to a business outcome	1	£ 800.00	\$ 1,129.88
ACM Planning	Support the customer with quick start adoption and change management planning.	2	£ 1,600.00	\$ 2,259.76
Project Documentation	Create Project Documentation	1	£ 800.00	\$ 1,129.88
<b>Total Learning</b>		<b>6.75</b>	<b>£ 5,400.00</b>	<b>\$ 7,626.69</b>
<b>ACM</b>				
Stakeholder Mapping	WM Reply will map the stakeholders in the organisation to the relevant Viva module.	1	£ 800.00	\$ 1,129.88
Stakeholder Engagement	WM Reply will hold briefing sessions with Viva stakeholders (as agreed with and identified by the internal project team). This assume 20, 1-hour briefing sessions to take place.	3	£ 2,400.00	\$ 3,389.64
Viva Champions Network Recruitment	Viva Champions. WM Reply will understand the existing and conflicting networks that already exist in the organisation and how to best have a Viva network of champions across the organisation. Using this information - we will then support the recruitment of champions.	2	£ 1,600.00	\$ 2,259.76
Champions Network Management	Ongoing Management (for up to 3 months) of the Champions Network. This includes managing the community via Teams, answering questions and ensuring they are engaged.	5.5	£ 4,400.00	\$ 6,214.34
Communications	Launch campaign and communications for the organisation to use in raising awareness of the viva modules, benefits and when to use.	10	£ 8,000.00	\$ 11,298.80
Viva Sessions - Champions	Demo sessions will be run with the champions to increase their awareness of the various Viva modules. This will cover various scenarios on getting the most out of Viva. Assume 3 sessions of 2 hours.	2	£ 1,600.00	\$ 2,259.76
Viva Sessions - Open to all	Demo sessions open to all to increase their awareness of the various Viva modules. This will cover various scenarios on getting the most out of Viva. These will be broken down into scenarios and shorter 'bite size' sessions. 3 session types repeated 4 times.	3	£ 2,400.00	\$ 3,389.64
<b>Total ACM</b>		<b>26.5</b>	<b>£ 21,200.00</b>	<b>\$ 29,941.82</b>
<b>Project Management</b>				
Project Management	Dedicated WM Project Management to create and manage the Project Plan, budget, resourcing, timelines and resourcing of the project.	8	£ 5,600.00	\$ 7,909.16
<b>PROJECT TOTAL</b>		<b>59.75</b>	<b>£ 44,200.00</b>	<b>\$ 62,425.87</b>

## Notes

GBP to USD calculated using 1:1.41235

All materials delivery includes a maximum of two iterations of changes

Costs do not include translation which can be costed upon confirmation of languages required

Costs don't include travel cost and time and subsistence (outside M25) that will be charged back in line with your standard policy.

Costs assume video conferencing facility and tools are available to use in training and to run remote sessions

Contact us to get started with Viva

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