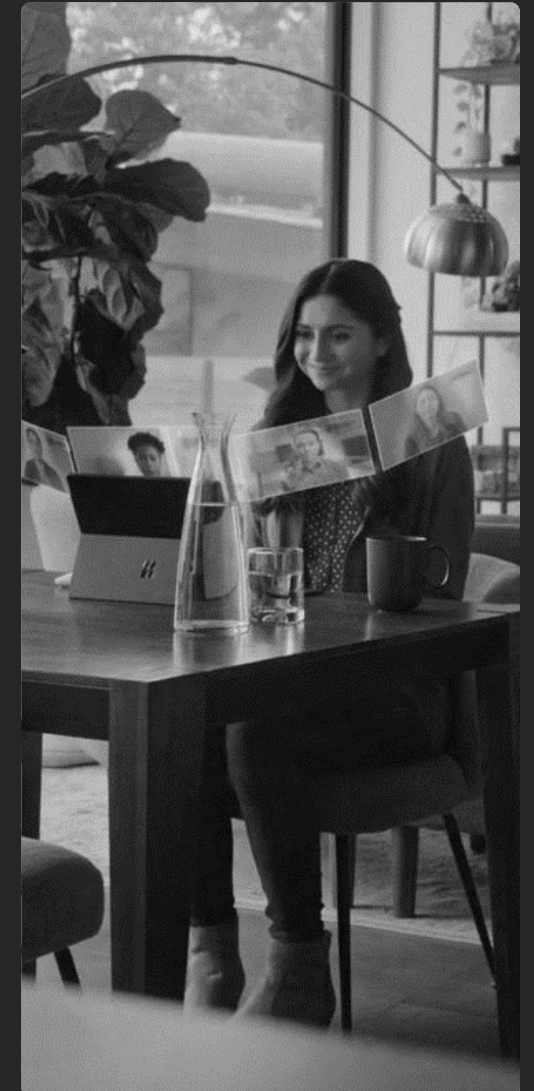




SMART FastTrack Ready Program

Digital Workplace Creation,
Microsoft 365 Training and
Adoption



Effective use of Microsoft 365



SMART business helps Microsoft clients get the most out of Microsoft 365. Users improve the way they work, increase the overall use of Microsoft 365 and enhance digital skills across the company.

By integrating Microsoft 365 with other day-to-day user tasks, we make the platform's rationale more business-oriented, rather than IT-oriented, and prioritize end-user experience and convenience.



What's included in Microsoft 365

SMART FastTrack Ready Program

Office 365



Outlook



Excel



Word



PowerPoint



OneDrive



Teams



Yammer



Azure



SharePoint



OneNote



Power BI



Exchange



Windows 10

Enterprise Mobility + Security



Visio



Project

SMART FastTrack Ready Program

FastTrack program

FastTrack is a set of services, training and support for users to quickly and comfortably adapt to Microsoft 365 services.

They are available free of charge to all clients with a subscription to Microsoft 365, Office 365, Azure or Dynamics 365 plans **with more than 150 users**.

FastTrack resources and support are available for the duration of your subscription. This contributes to a more efficient implementation of **cloud services** in your company.



Microsoft 365 services and FastTrack program

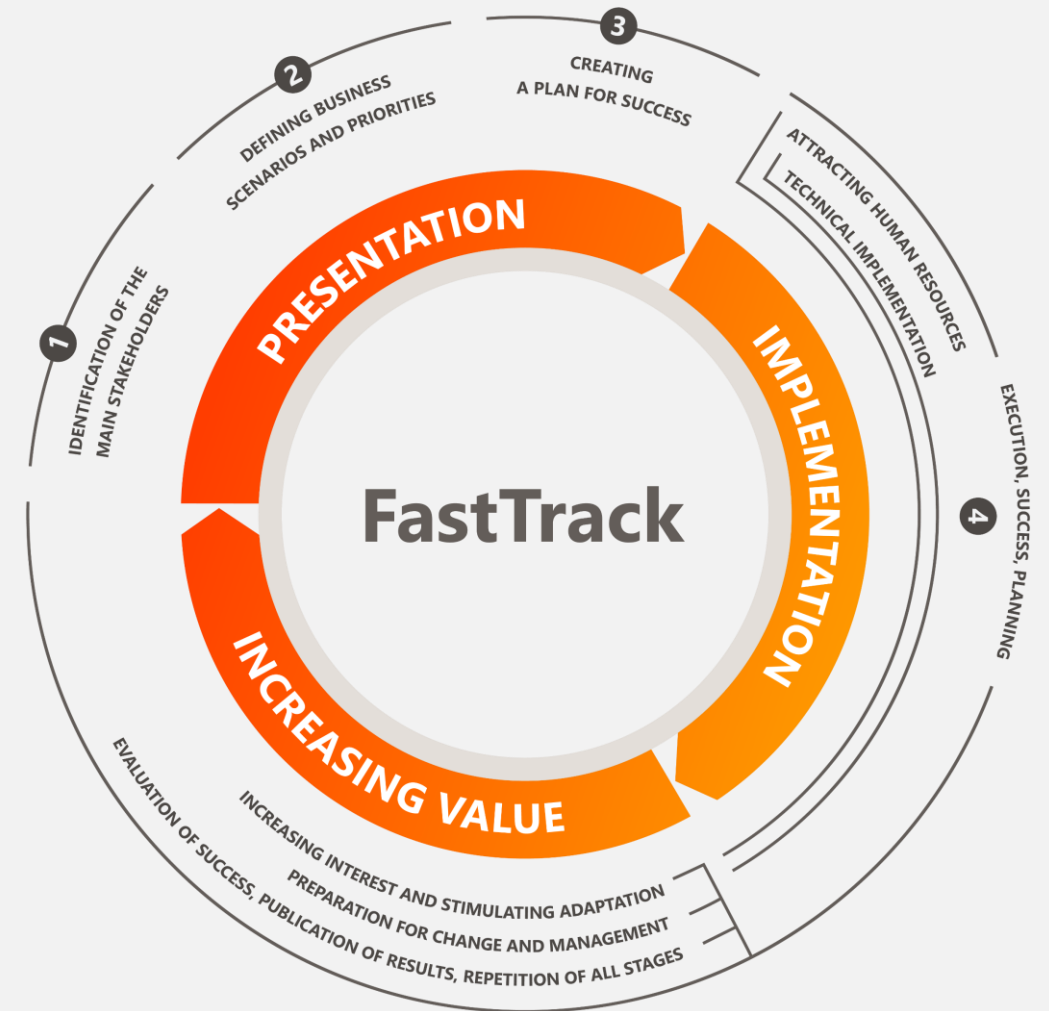
SMART FastTrack Ready Program

As the business environment changes, so will the expectations of employees and clients. This leads to the emergence of a new digital corporate culture and the need to use other tools.

Microsoft 365 services and FastTrack program provide employees with a secure environment for collaboration and creativity.

Microsoft 365 is a comprehensive, intelligent, secure solution that includes the following:

- Office 365
- Windows 10
- Enterprise Mobility
- Security



What's included in FastTrack program?

SMART FastTrack Ready Program

1

Transition to Microsoft 365 services and data migration

2

Architecture and planning consulting

3

Deploying business applications and collaboration tools

4

Accelerated adaptation of IT professionals

5

Support provided by SMART business engineers

6

Access to best practices and tools

FastTrack steps

SMART FastTrack Ready Program



Technical assessment

1

Coordinating plans for the architecture and clarifying the available opportunities for data migration with the IT department



Making corrections

2

Fixing technical issues and configuring the necessary functionality to enable services.



Service enablement

3

Configuring basic infrastructure requirements for enabling services.
Creating user accounts.



Data migration

4

Migrating mail or file data to the new infrastructure.



Moving to adoption phase

5

Starting work directly with the Microsoft 365 end users.

Adoption program

What's included in the adoption program?

- Obtaining the decision-makers' consent to start a project
- Formation of a team of enthusiasts, change agents and business experts within the client company
- Developing Microsoft 365 use cases and ways of meeting business and departmental challenges
- Accelerated user adaptation and training, realizing business benefits using PROSCI Change Management models
- Focus on end-user convenience and experience



Adoption steps

SMART FastTrack Ready Program



Gathering a team

1

Organizing change agents from technical and business users.



Defining strategy and scenarios

2

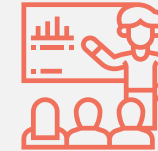
Defining the project's business strategy and success KPIs.
Alignment of business and technical goals to maximize results.



Organizing information support for the project

3

Deployment of communication campaign within the organization.
Conducting launch-related events.



Training

4

Checking support service readiness. End-user training.



Post events

5

Providing access to best practices and tools.

Tasks, processes, programs for individual productivity

OneDrive

File storage



Teams

Collaboration platform



To-Do / My Tasks

Task performance monitoring



Calendar

Time management



Delve / Yammer

Information search



Mailbox

Emailing



Power Platform

Creating low-code apps



Forms

Collection of information



SMART HCM&LMS

Talent management and self-education



My Analytics

Evaluating performance and digital habits



Word, Excel, PowerPoint, OneNote, Sway

Document creation



Tasks, processes, programs for team productivity

Teams

Sharing documents
Virtual meetings
Team chats



Mailbox

Emailing
Sending orders and instructions



Calendar

Group event management



Planner

Group task management



Delve / Yammer

Search of experts and resources



SharePoint

Shared file storage
Information search



SmartPoint Intranet

Publishing a corporate portal



Power Platform

Creating low-code apps



OneNote

Minutes of ideas or meetings

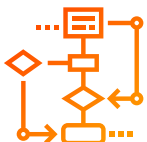


Project

Resource management



Tasks, processes, programs for organizational productivity



Power Platform
Business process setup



Workplace analytics

Analyzing and managing organizational behavior



Yammer

Top-bottom communication across the company



Teams

Live video streaming to any device



Forms

Feedback

Set of activities for IT department

SMART FastTrack Ready Program



Mailbox data migration



Technical assessment and test run



Enablement of Microsoft 365 services



Technical workshops on Microsoft 365 administration



Preparing company for a full migration



Training to work with the administrative control panel



3 technical support incidents



Membership in the SMART Talks community

Set of activities for IT department

SMART FastTrack Ready Program

Service	Overview
Mail and data migration plan	Preparation of a service enablement and data migration plan
Technical assessment and test run	Readiness assessment and test migration
Preparing to migrate company mail	Preparation for migration: stages, dates, user groups
Enablement of Microsoft 365 services	User registration
Migration of mail and file data	Full data migration * (Exchange -> Exchange Online, Lotus -> Exchange Online, Gmail -> Exchange Online, Yandex -> EXO) * data type depends on the platform from which it is migrated
Workshop "Working with the Microsoft 365 Administrative Control Panel"	Workshop (online) on the functionality and features of work with the Microsoft 365 administrative panel
Workshop "Features of Migration"	Workshop on possible migration scenarios and solving technical issues
Membership in the SMART Talks community	Access to offline and online events and videos of SMART Talks, a Microsoft technologies fan community https://smart-talks.org/
3 technical support incidents	Contacting the cspsupport@smart-it.com team for technical issues related to a migration project or enablement of Microsoft 365 services

Set of activities for business

SMART FastTrack Ready Program



Digital transformation workshop



Digital culture workshop



Business scenario development



Conducting trainings on working with products and services



Ready materials with tips, invitations for communication



E-book library subscription



User support in the Q&A and consultation format



Membership in SMART Talks community

Set of activities for business

SMART FastTrack Ready Program

Service	Overview
Digital transformation workshop	Industrial workshop on vision, trends and experience of digital transformation in Ukraine and the world – 1.5 hours for employees of the entire company.
Digital culture workshop	Management workshop on the creation and benefits of digital culture in a company – 1.5 hours.
Membership in SMART Talks community	Access to offline and online events and videos of SMART Talks, a Microsoft technologies fan community https://smart-talks.org/
Business scenario setup (subject to achieving a 10% use level)	Implementation of 1 selected scenario from the productivity library in the “AVAILABLE FOR PURCHASE” section
6 workshops	10 Excel tricks 15 Outlook Tips to Manage Time Like a Superhero 8 Tips on how not to Forget Anything with OneNote 20 Fundamentals for PowerPoint Presentations 9 Tips to Use Corporate Social Network Yammer to Benefit Your Company 11 examples of collaboration and teamwork with Microsoft Teams
Corporate intranet portal	Configuring a corporate intranet portal of the company with news and blogs based on SharePoint Online. We recommend setting it as the home page for your employees

Project schedule

SMART FastTrack Ready Program



SMART business Customers – Microsoft 365

SMART FastTrack Ready Program





DIGITAL CULTURE OF YOUR BUSINESS

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