# Modernize your shift management with Microsoft Shifts

## PoC deployment offering from Sulava

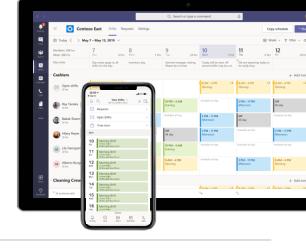## Why modernize the shift scheduling, time & attendance

✓ Save managers time with a digital and mobile scheduling tool

✓ Empower Firstline Workers to own their schedules with self-service tools

✓ Easy way to track time and attendance

## Microsoft Shifts – Powerful scheduling tool inside Teams

Easily plan schedules by creating one from scratch or importing the existing schedule from Excel

On-the-go management of requests for swaps and leaves

Create open shifts that anyone can request

## Microsoft Shifts pilot by Sulava

Sulava will deliver an end-to-end pilot deployment of Microsoft Shifts:
- Planning and enabling the technical landscape of Shifts
- Build a Shifts structure by customer´s requirements
- Engaging with the pilot groups
- Building the schedule from scratch or using the existing one
- Training the scheduling managers and shift workers
- Creating and delivering all the needed content and collaterals for the adoption
- Documenting the pilot findings and creating a plan for scaling

| Planning and setup | | Schedule building and usage | | Closure | |
|---|---|---|---|---|---|
| Kick off Planning workshop | Technical preparation Structure preparation | Pilot group engagement Setting up Shifts | Schedule creation End user training | Findings and documentation Scaling planning | Scale |

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CREATING BETTER WORKLIFE

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