

Enable flexible hybrid work with online meetings in Microsoft Teams

Sulava Campaign Details

February 2022



Objective of the Campaign

- Help customers to fully maximize the value of Microsoft Teams, with specific focus on Teams meetings and Live Events
- Create a best practices and common ways of working in meetings and events
- Deliver an awareness campaign that focuses on meeting facilitation, hybrid meetings, and enabling the rich Teams meeting features

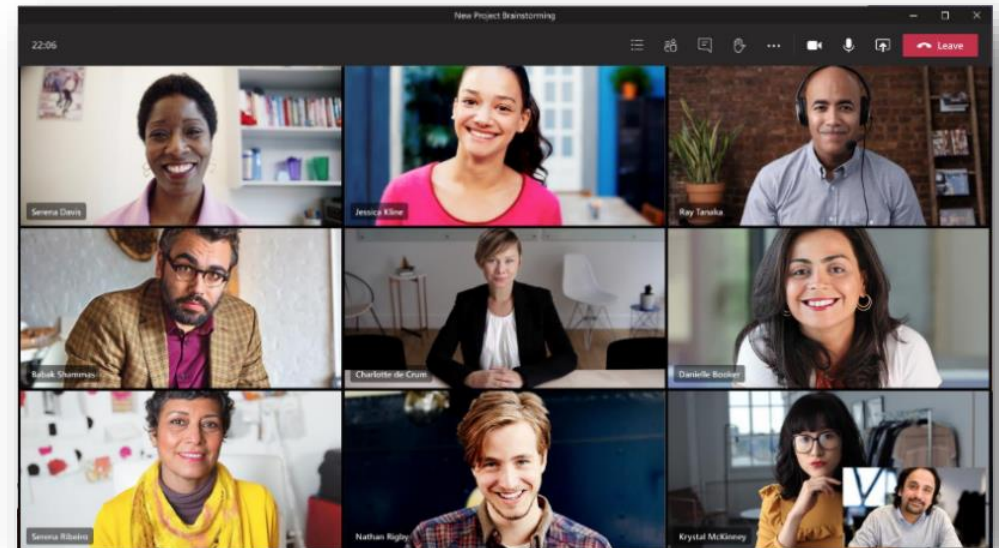


Campaign Content

Sulava will plan, create, and deliver needed activities based on the customer's current state, needs, and requirements

Campaign activities include, but not limited to:

1. Envisioning workshop for the current and target state of meetings and setting up objectives for meetings, and the scope for the campaign
2. Creation of the communication and support content that can include:
 - One-pager posters for meeting best practices
 - Quick guides for Teams meetings
 - Short videos and tips & tricks
 - Teams meetings Playbook with meetings facilitation guide
 - Live Events facilitation guide with scenarios
3. Sulava will deliver a training session that is recorded and can be shared
4. Closure workshop with executive summary presentation, findings, and recommendations of the future activities



Campaign Way of Working

Introduction Meeting
(30 min)

Plan and Recommendations

- Findings
- Proposed activities

Campaign Delivery

- Activities based on plans
- Measurement of success

Envisioning Workshop

- Current meeting state
- Vision for the future
- Activities needed

(2 hours)

Sulava & Customer

Content Creation

- Comms content
- Training content

Closure Workshop

- Recommendations
- Next steps

Thank you

