



Microsoft Consultancy Services Offer Document



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1. Overview

At Xekera, we are engineers and leaders with vast experience of developing and delivering scalable and impactful software, with a track record of turning entrepreneurial dreams into reality.

We are proficient programmers, architects and researchers who have set up Silicon Valley startups that eventually got acquired by the largest software companies in the world. Some of our software determines the standards in the industry.

Our leadership team has over 75+ years of combined experience in technology development, product design and leadership.

Team

50+ top class

Software Engineers

Devops

Design, UI/UX Experts

QA, Automation Engineers

Embedded Engineers

Customers

Multi-Million dollars, happy customers

Multiple successful exits (startups)



2. Our Services and Areas of Expertise

- Microsoft App Development
- Full Stack Development
- DevOps
- Migration to the Cloud
- Cloud Systems Monitoring
- Test Automation
- Design UI/UX
- Network Applications

3. Xekera Inc. Microsoft Partnership /Competencies



- MPN 6301024 (Global), MPN 6301025 (Local, USA)
- Total Number of certificates: 09
- MS Azure Administrator: 02
- Programming in HTML5 with JavaScript and CSS3: 2
- MS Azure Data Fundamentals:1
- MS Azure Architecture: 1
- MS Azure Security Engineer: 1
- MS Azure Developer Associate: 1
- MS Azure Fundamentals: 1

Xekera is committed to continue building capabilities in MS products and MS Winning solutions. We are going to scale the projects in EMEA (Europe the Middle-East and Africa) as well as in the North America. We as a company has planned to grow in all areas of Microsoft competencies such as Application Development, Application Integration, Cloud Platform, Data Platform, DevOps and Windows and Devices

4. Microsoft Teams Solution/ Apps

Based on the competencies and experience, Xekera also has the capability to provide solution and implementation services in the area of Ms App development using Microsoft Teams platform.

Xekera has enhanced the features of the following apps which use the Microsoft Teams platform.

4.1. COMPANY COMMUNICATOR

The Company Communicator app allows company groups to make and send messages meant for multiple groups or a sizable amount of staff over a chat allowing organization to reach employees right wherever they collaborate. Utilize this model for multiple

eventualities like new initiative announcements, worker onboarding, advanced learning and development or organization-wide broadcasts.

The app provides a straightforward interface for selected users to make, preview, collaborate and send messages.

It provides a foundation to make custom targeted communication capabilities like custom telemetry on what percentage of users acknowledged or interacted with a message.

Below are the features that Xekera has added to the company communicator app:

Features Added to the Communicator App

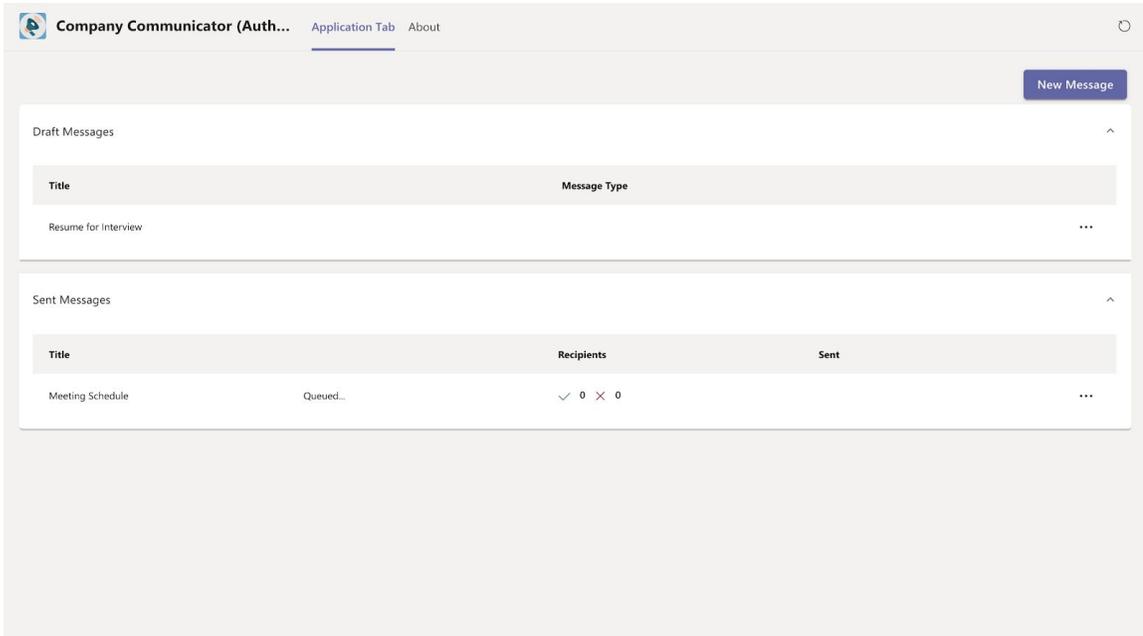
- Enables authors to attach multiple files in the announcements
- Provides authors the functionality to schedule announcements for future delivery
- Ability to records the acknowledgements and interactions with the announcement message

User Personas

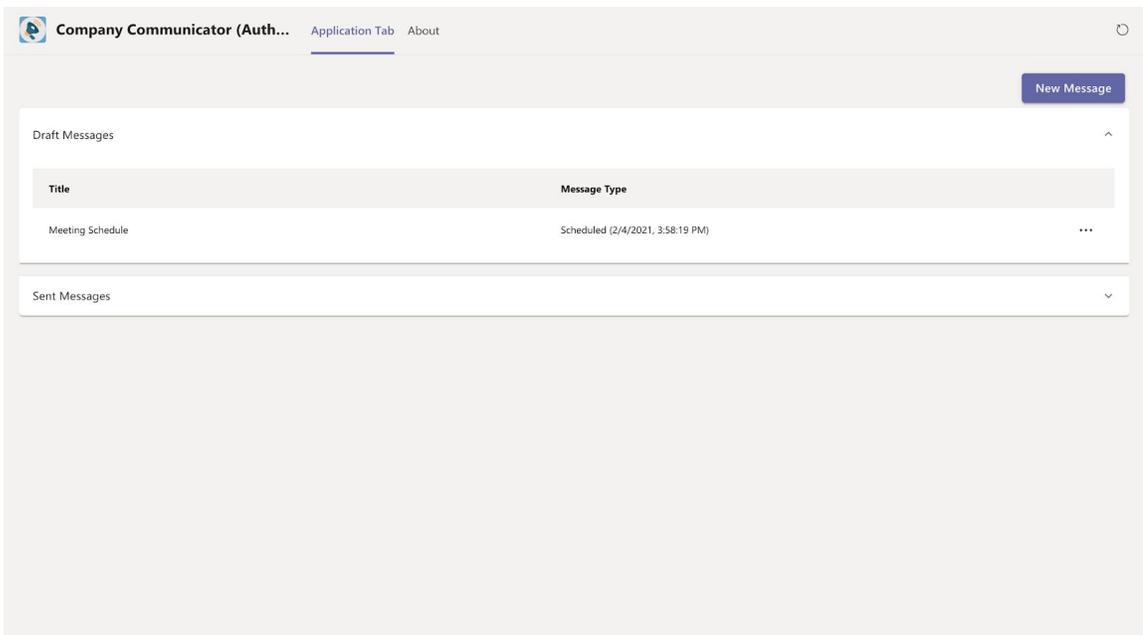
- Authors - A group of employees who have access to the Tab application to send messages/announcements to the various teams in the organisation
- Target Team/Employee - A team or an individual who receives the messages/announcements

Simplified Workflow of the Communicator App

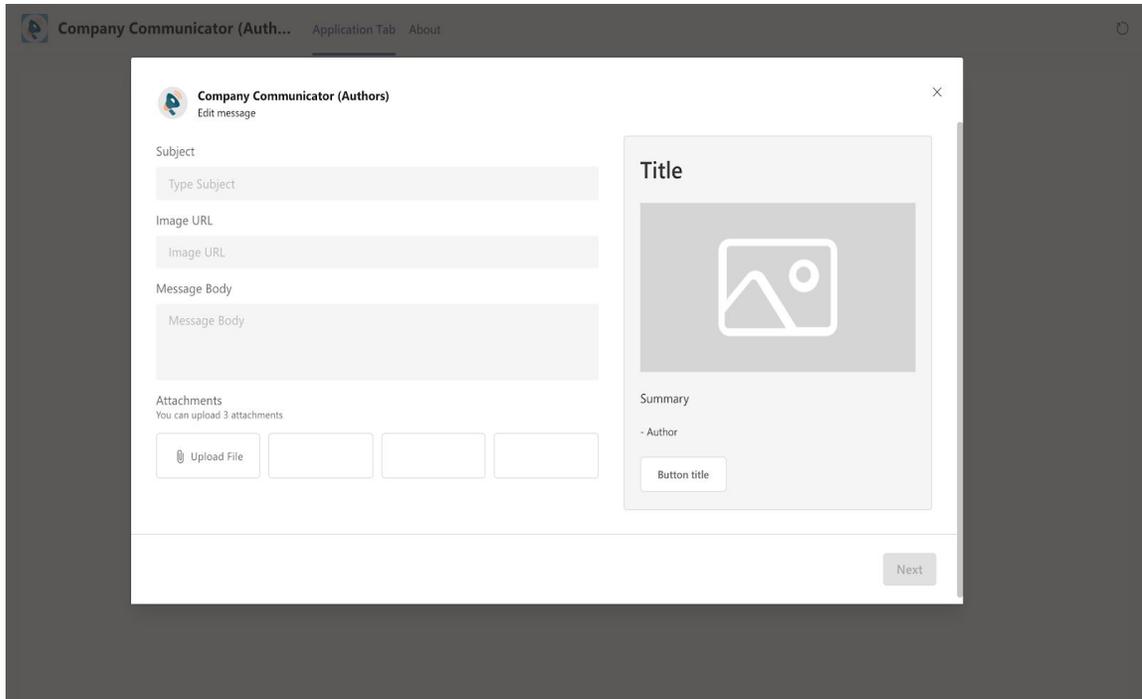
- Authors create/draft the announcements with recipients and optional file attachments
- While creating the announcements, authors can schedule them for future delivery and set the date & time when the announcement should be sent
- Authors can send/dispatch the announcements from the home screen where all the announcements are listed
- While sending the announcements, authors can review and edit them
- Scheduled messages automatically send when the time hits the clock
- The recipients receive the message and download the attachments, if any
- The recipients can also react on the announcements
- Authors can view the reactions recipients made on the announcements



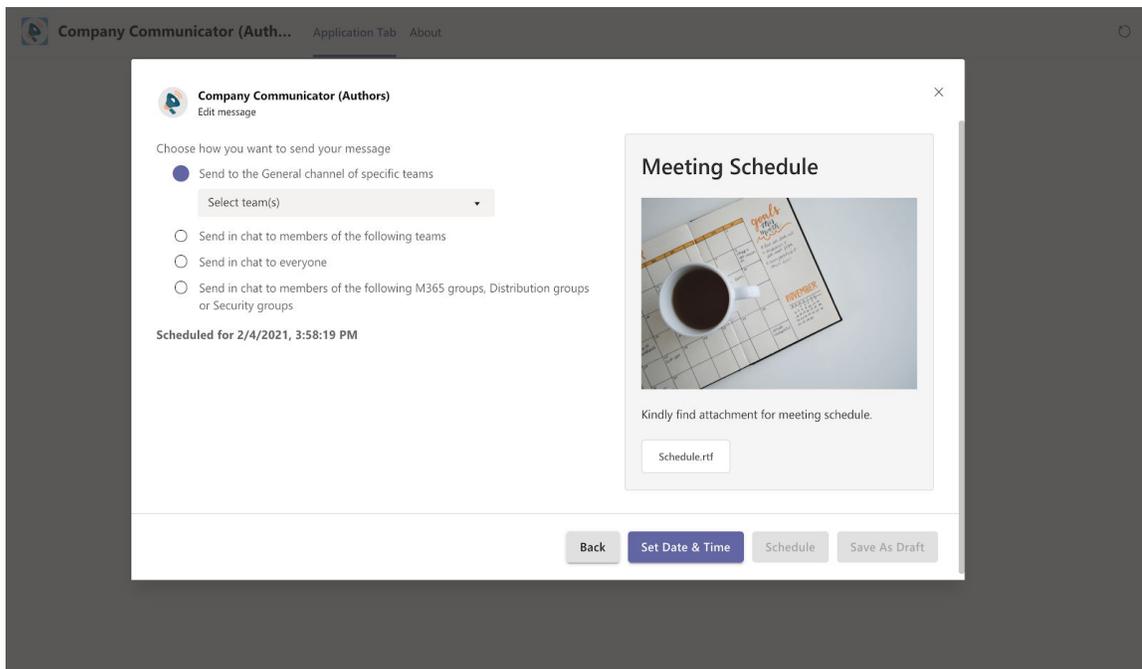
Home screen displays the draft and the sent messages list.



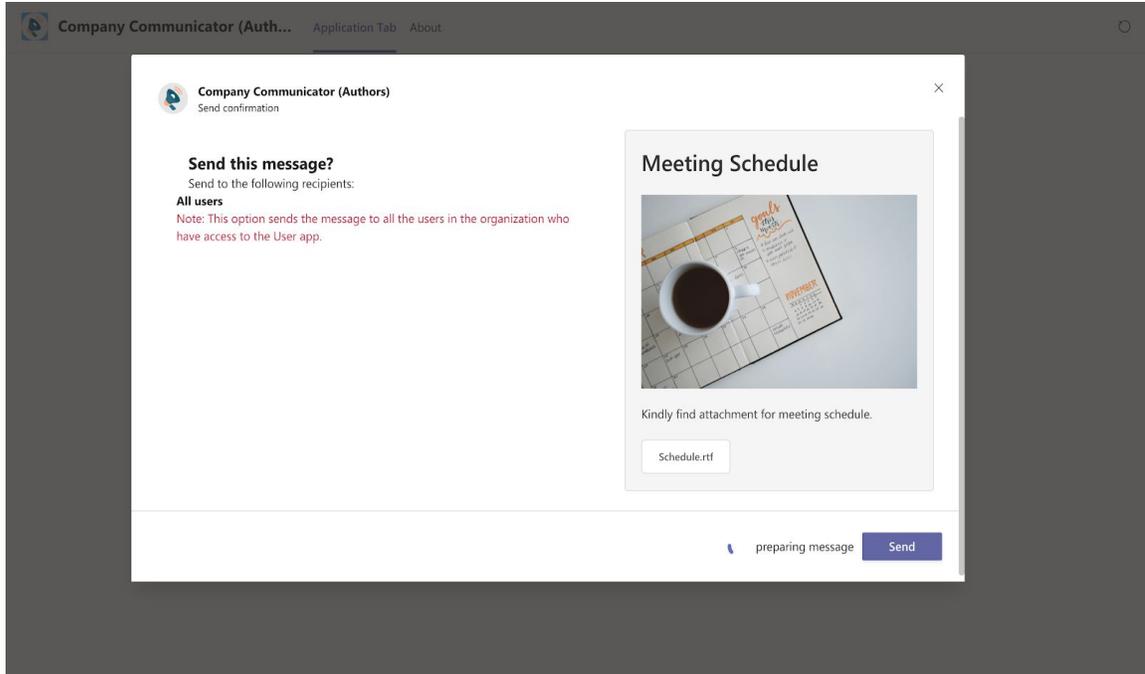
There is an additional column “Message Type” in the draft list, which shows whether the message is a scheduled type or not.



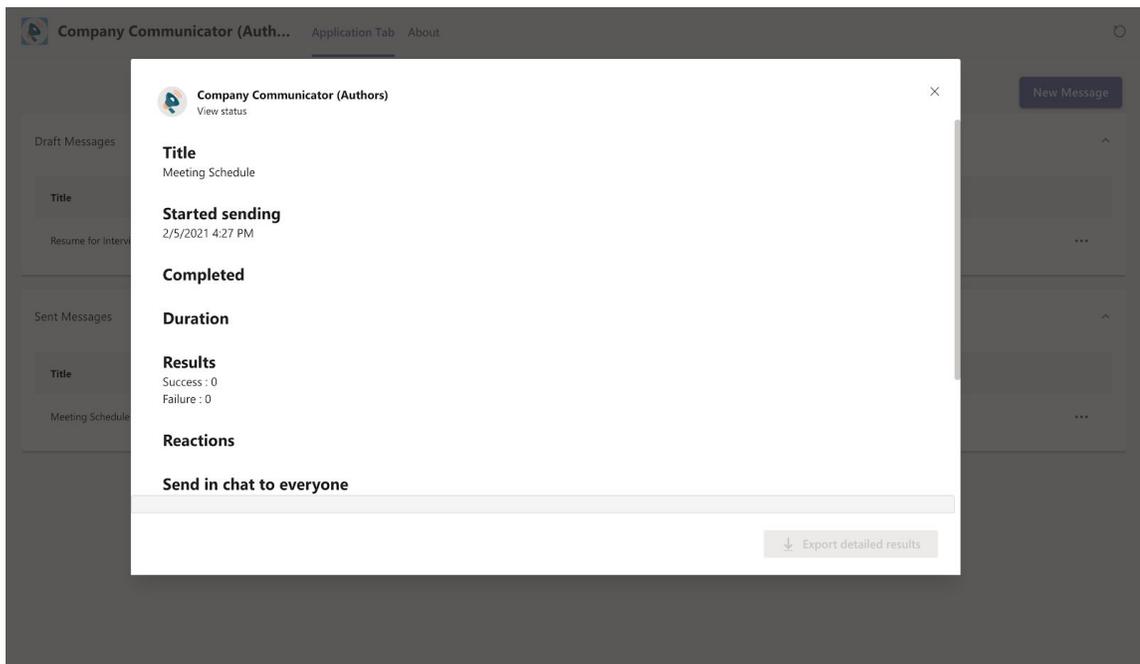
New message screen where the author enters the message details and click next to mention recipients. Attachments can also be added in the same screen.



The screen where the recipients are mentioned. When recipients are selected authors can then schedule the message for future delivery, otherwise Save As Draft.



Confirms the message to be sent. Currently the message is in Draft state, the author can go back and edit the message from home screen.



The status of the message that has been sent. Reactions stats can also be seen here.
Custom MS communicator

4.2. NEW EMPLOYEE ONBOARDING (NEO) App

New Employee Onboarding enables your organization to connect new employees to people & culture and provide them with consistent experience and information to be productive faster.

Built with - SharePoint New Employee Onboarding Solution with deep integration in Teams, NEO app makes it super easy for Human resources to manage relevant content and process for new employees using New Employee Checklist. This list can guide the new hire through the onboarding journey. The checklist can be corporate or departmental. As an organization, you can choose to deploy a complete SharePoint Site or just create a New Hire Checklist which can be integrated with Teams app.

Additionally, new hires can also introduce themselves using the app by sharing information which is automatically shared with their managers. This automation makes it easier for managers to review introductions about all new hires and share them with the relevant teams in one shot!

At any time, new employees can share feedback on a task in their onboarding journey or on the overall experience using a helpful bot command. All feedback is shared with the HR team through helpful notifications and can be downloaded. Moreover, HR teams can also use the app to share pulse surveys for new employees and review the employee feedback using Microsoft Forms.

Key features of the NEO App

- Offers a consistent and high-quality onboarding experience across organization
- Connects new employees to their colleagues with an icebreaker
- Empowers stakeholders to easily contribute towards new employee onboarding
- Reminds New Hires of the weekly tasks according to the new hire checklist
- Enables Human Resources Teams collect feedback to assist new employees in onboarding

User Personas

- New Hire (Employee) - New employee who has spent less than X days in the Organization. HR teams can set the X (number of days an employee is considered a new hire, ex: 90 days) so that new employees stop getting notifications post this period

- HR Team (Learning Coordinator) - Admin team who has access to manage content for New Employee Checklist, share pulse surveys and review overall feedback
- Hiring Manager - Managers of New Employees who can post introductions and help new employees in their journey

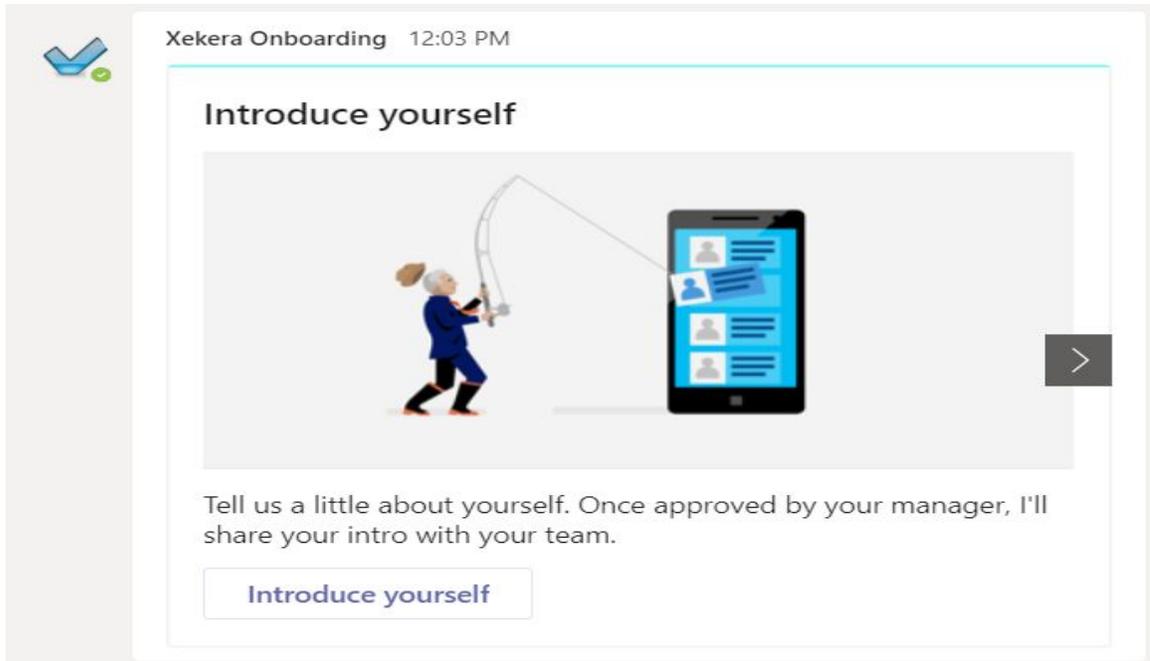
Simplified Workflow of the NEO App

- HR/Admin organizes New Employee Checklist for new employees. This is a simple SharePoint list.
- New employees receive a welcome card as soon as the app pre-installs.
- Managers review quick introduction of new employees
- Managers can review and post all introductions in one go using the bot command
- New employees can use the New Employee Checklist to find all resources/tasks.
- Human Resources/Admin teams can set the survey to encourage new employees to share their feedback.
- New employees receive weekly notification by the NEO app for tasks for the current week.
- New employees are enabled to share feedback on a resource/task.
- New employees to get to know more about their extended team with Icebreaker feature and catch-up with colleagues for a quick virtual coffee/connect
- New employees can check the complete New Employee Checklist anytime using the tab inside the app

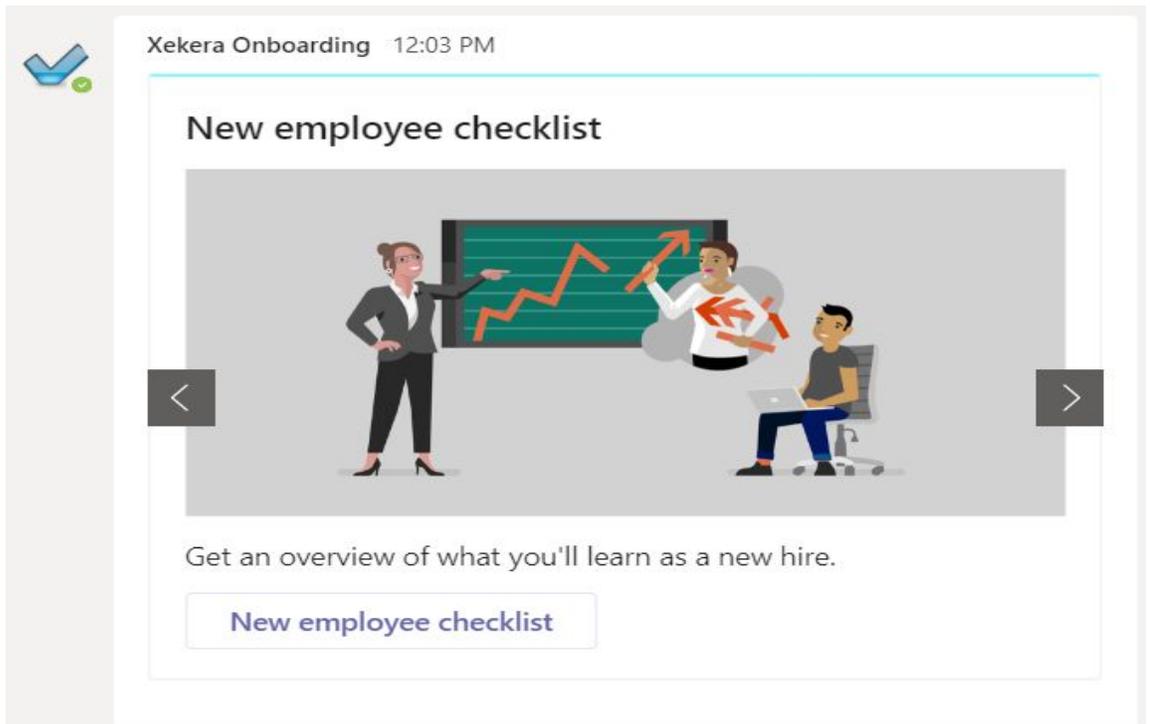
It will take you along your onboarding journey- introducing you to the team while learning processes. And it will respond to the following commands in the chat:

- New employee checklist
- Share feedback

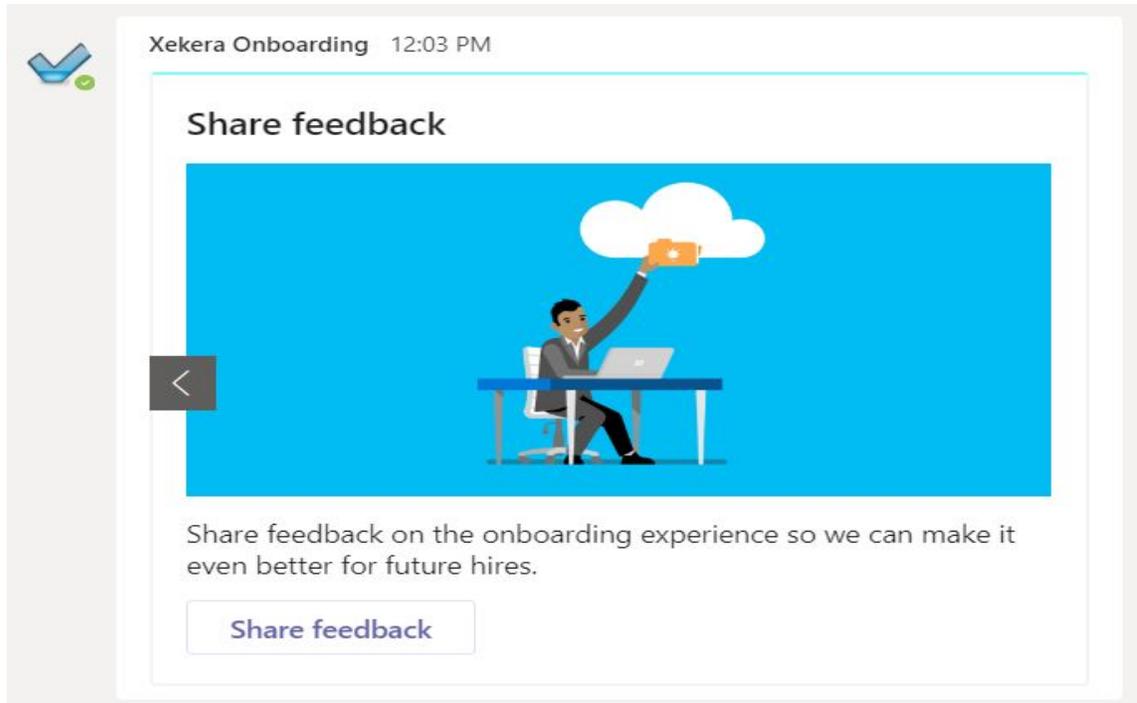
NEO app connects new employees with people/culture as well as it facilitates new employees to be productive faster. The enhancement also include rebranding (Name, Description and Logo) and Updated welcome note and headers



The message that a new employee receives when the app installs. Using this button a new employee can submit his/her introduction to manager for review.



New employee's checklist will be shown in a separate tab, the checklist itself is a sharepoint site.



New employees can give feedback to the HR team on the checklist. This button will redirect employees to the app where the feedback form will appear.

4.3. LEAVE MANAGEMENT APP

A leave management system is an all-in-one platform that handles all employee vacation requests while ensuring smooth functioning of their operations. Our robust leave management app eliminates paperwork, removes manual interventions, improves communication, offers real-time visibility of data, ensures legal compliance, reflects your organization's values. Here are some of the features that Xekera has developed for the Leave Management App.

Features

- Apply For Leaves
- Edit Leaves Request
- Listing of Leaves
- Leave Approval portal

Apply for Leave(s)

* Title

* Select Type

* Leave Type

* Department

* Manager

* Start Date

* End Date

Days

Leave Status

Submit Cancel

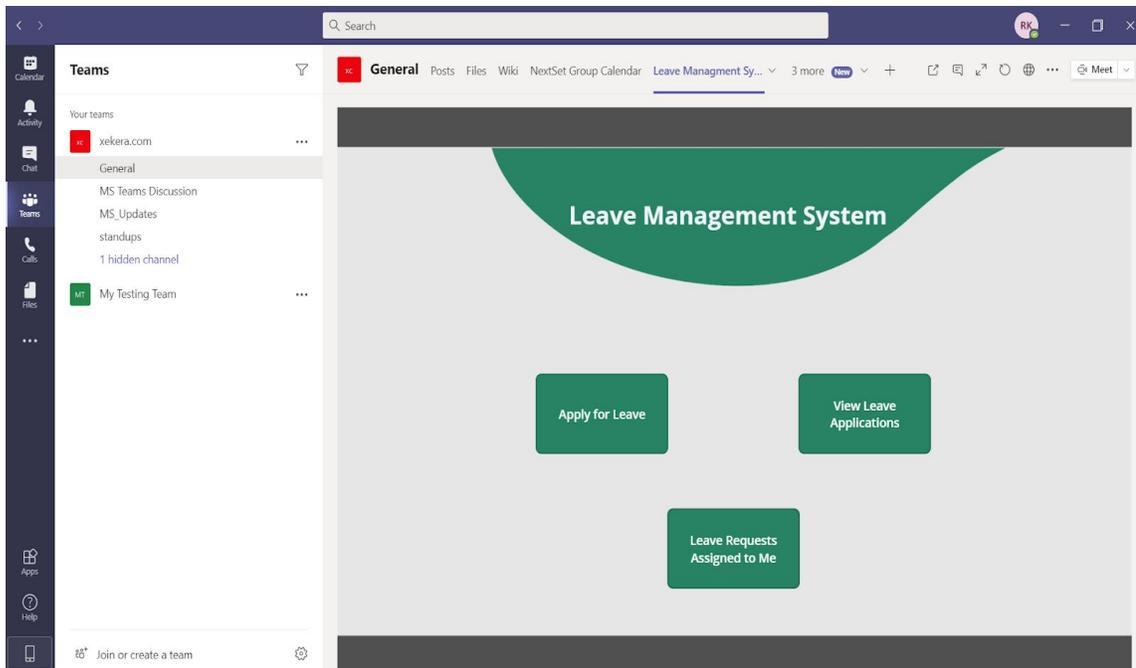
A form to submit a leave application. The manager selected during the application will see the user's application to approve.

Leave Applications

Search Leaves All Leaves All Status Research and Development

Leave Title	Leave Type	Start Date	End Date	# of Days	Department	Manager	Leave Status	Action
Casual Leaves	Casual	12/01/2021	14/01/2021	3	Research and Development	Adeel Ahmed	Pending	Edit
Body Pain + Fever	Sick	07/01/2021	08/01/2021	2	Research and Development	Adeel Ahmed	Pending	Edit
Flu and Fever	Sick	06/01/2021	07/01/2021	2	Research and Development	Adeel Ahmed	Approved	Edit

List of leave applications that users have applied for or has already been taken.



A dashboard where users can navigate to leave applications and list of applications. The button below “Leave Request Assigned to Me” only appears to Managers, others won’t see this option.

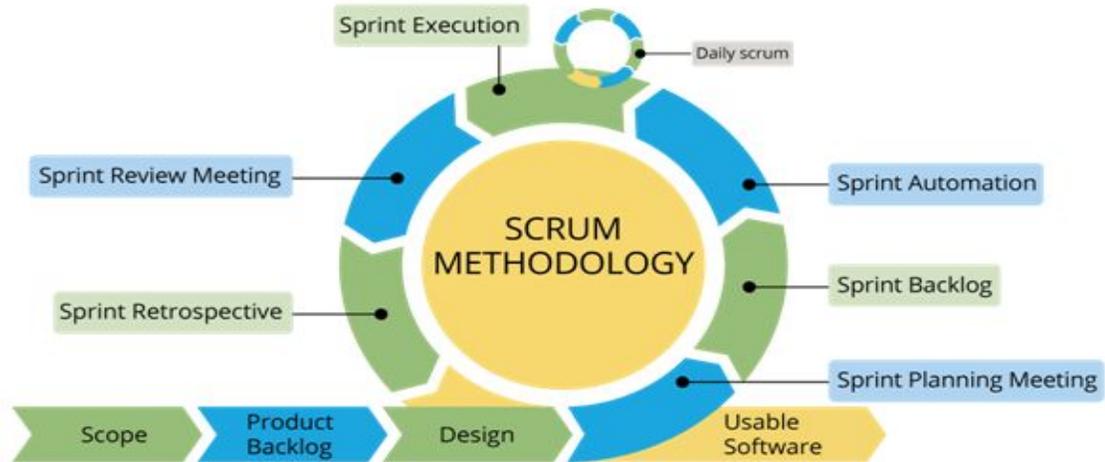
5. WHY XEKERA?

For more than a decade, we have been creating high performance, feature-packed web, data center and mobile applications for all major platforms including Microsoft Tools and solutions. As an expert in software development, Xekera can create the app that will meet your business and industry needs by combining technical proficiency with ease-of-use and intuitiveness to scale MS products to SMB and large organizations.

5.1. Our Methodology

We Build Top-notch Apps, No Matter the Choice of Platform.

Our Agile Scrum development methodology is proven to create highly flexible engagement models which encompass a comprehensive evaluation of your business requirements and goals to ensure an ultimate solution that is both cost-effective and efficient.



5.2. Our Process

- **You share your vision and your goals:**
Share your ideas, requirements, and expectations with us. We'll look into your project free of charge.
- **We proceed:**
We review and investigate your requirements thoroughly, we test your idea and do a deep code review (if applicable), then we identify the best possible tech solutions for your project.
- **You get:**
 - Detailed project scope through user stories.
 - Costs and time estimations.
 - Professional analysis and consultation on your project.
 - Suggestions on tools, methods, and solutions needed.



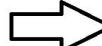
Requirement Gathering

We Proceed



Analysis

You Get



1. Project Scope
2. User Stories
3. Costs and Time Estimations
4. Professional analysis and consultation
5. Suggestions on tools, methods, and solutions needed

5.3. Our Five Success Attributes:

- Customer Obsessed
- Differentiated Value Proposition
- Alignment with Microsoft
- Leverage the Ecosystem
- Culture Alignment

Additionally, Xekera is excited to extend their Microsoft consultancy services offer across the globe because xekera is aligned with Microsoft latest and greatest technologies and trends. Xekera has access to knowledge, skills, experience and contacts and we are a major enabler for resource and talent enhancement.

6. CONTACT

FOR OUR SERVICES, PLEASE GET IN TOUCH WITH US.

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