

# Microsoft Teams Readiness Assessment

Microsoft Teams is the collaboration tool that enables teamwork at all levels of your organisation.

Six Degrees offers a Microsoft Teams Readiness Assessment to help you enhance productivity across your organisation.

Integration between Microsoft Teams and Six Degrees solutions will help you automate workflows, integrate voice & video calling, enhance meeting experiences, improve collaboration and help you to provide a modern, accessible service for your people.

## Why a readiness assessment with Six Degrees?

With Microsoft Teams you'll unleash the power of teamwork, with a Six Degrees Readiness Assessment build a framework for releasing its full potential. We have extensive experience in helping our customers get the best value from Microsoft's teamwork solutions. Our expertise in Office 365 - including Microsoft Teams, SharePoint, Yammer, and Flow - will help you build a culture of collaboration that empowers your employees while adhering to growing security and compliance requirements. As your partner, we will provide guidance and insights you can use to help your employees drive adoption and make the best use of Microsoft Office 365 within your organisation.

## Microsoft Teams

The hub for teamwork in Microsoft 365



### Chat, calls & meetings for today's teams

Communicate in the moment and keep everyone in the know.



### Integrated Office 365 experience

Manage all your conversations, files, and tools in one team workspace.



### Customizable and extensible

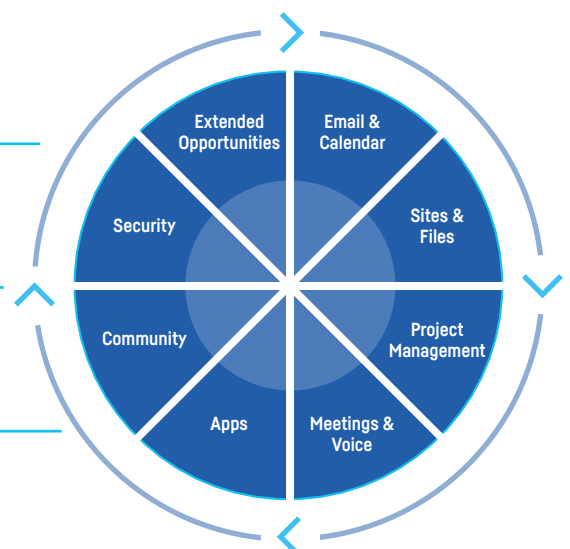
Tailor your Teams workspace to include data and apps your teams use every day.



### Enterprise security, compliance & manageability

Security, compliance, and management features you expect from Office 365.

Our Readiness Assessment has been designed to minimise the uncertainty, risk and time taken when adopting Microsoft Teams.



## Ready to go?

Our Teams Readiness Assessment has been designed to minimise the uncertainty, risk and time taken when adopting Microsoft Teams. In offering this service we help our customers plan effectively, avoid common mistakes, and design an effective user adoption process to ensure your Microsoft Teams deployment brings all the benefits of modern teamwork without unnecessary noise and disruption.

## Assessment delivery

During the Assessment, we may require access to your infrastructure to perform a series of scoping and discovery exercises e.g. Infrastructure Assessment and Office 365 Tenancy Checks which will allow us to ascertain deployment readiness for a Microsoft Teams deployment. During this unobtrusive process, no changes will be made; it's designed for data gathering purposes, so that we have all the information needed to formulate best practice recommendations.

This Assessment is intended to develop a thorough understanding of your existing environment and your organisational aspirations. The three stages of the process - Understanding, Discovery and Exploration - are outlined below:

|                  | <b>Stage One</b><br>Understand your requirements   | <b>Stage Two</b><br>Discover existing environment   | <b>Stage Three</b><br>Initial deployment planning  |
|------------------|--|---|--|
| <b>Technical</b> | <ul style="list-style-type: none"><li>› Office 365/AD Topology</li><li>› Security Considerations</li><li>› AD Considerations</li><li>› Data Retention Policies</li><li>› Archiving</li><li>› Office 365 Suite Utilisation -</li><li>› Shadow IT (Instant Messaging/ WhatsApp/Facebook/etc)</li></ul>                             | <ul style="list-style-type: none"><li>› Number of sites</li><li>› Number of Office 365 tenants</li><li>› Software licensing</li><li>› EUC devices &amp; operating systems</li><li>› Video Conferencing solutions - Conference calling</li><li>› Intranet provision</li><li>› File sharing solutions in use (local/ cloud)</li><li>› Teams Network Readiness Check</li></ul> | <ul style="list-style-type: none"><li>› IT Support readiness/training</li><li>› Service health</li><li>› Service desk</li><li>› Moving to user self-service models - Data Loss Prevention</li><li>› Information protection</li><li>› Hardware review (VC rooms &amp; personal conferencing equipment)</li></ul>                              |
| <b>Human</b>     | <ul style="list-style-type: none"><li>› Key Stakeholders</li><li>› Organisational Functions (Teams)</li><li>› Organisational Strategy</li><li>› Existing transformation agenda?</li><li>› Modern workplace strategy</li><li>› Expected User Experience</li><li>› M&amp;A, Divest, Traded Services</li><li>› Timeframes</li></ul> | <ul style="list-style-type: none"><li>› End user survey (benchmark)</li><li>› Satisfaction with existing tools</li><li>› Frustrations/challenges in the workforce</li><li>› Scenario planning &amp; identification</li><li>› Identify executive sponsors</li><li>› Identify existing governance</li></ul>   | <ul style="list-style-type: none"><li>› Introduction to the Service Adoption Framework</li><li>› Customised SAF for specific objectives</li><li>› Sell the benefits and secure executive sponsorship</li><li>› Discuss outcomes and success measures</li><li>› Discuss champions programme</li><li>› Identify use case development</li></ul> |

## Review and recommendations report

Upon completion of the Microsoft Teams Readiness Assessment, we will produce the Review and Recommendations Report, this will include:



Benefits of Microsoft Teams directly aligned to your organisational strategy and existing transformation agenda



Comprehensive write up of your existing environment



Microsoft Teams Readiness Analysis (Technical & Human)



Microsoft Teams best practice recommendations



Introduction and customisation of the Service Adoption Framework for your organisation