

FastTrack Drive Value Checklist

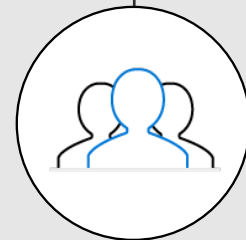
What is FastTrack?

FastTrack for Microsoft 365 provides end-to-end guidance for planning, onboarding, and driving user adoption for Microsoft 365 comprised of Enterprise Mobility + Security, Windows 10, and Office 365. Included with your subscription, FastTrack lets you engage with Microsoft engineering experts, and provides best practices, tools and resources.

Based on thousands of customer experiences, we developed a three-phase approach to onboarding:

Envision, Onboard, and Drive Value.

The following checklist provides a few tips that our FastTrack for Microsoft 365 managers and engineers use to get your **Drive Value** phase underway.



1. Envision

2. Onboard

3. Drive Value

Drive Value:

The [Drive Value](#) phase will help you realize the value of your security investment quickly and ensure that your employees are prepared, receive communications to set expectations throughout the deployment process, and so they can get their work done better when your deployment is complete.

The Drive Value phase is about helping your employees to embrace and adopt your new technology. Together with your FastTrack team, you'll create and implement an adoption plan that helps you move out of the test phase and into wider employee adoption through a variety of tested-and-true engagement tactics. From in-person events to helpful visual guides, we'll make sure you have the knowledge, support, and materials you need for success.

Nations Trust Bank of Sri Lanka worked with Microsoft FastTrack for Microsoft 365. During the Drive Value phase, they used Skype for Business to host monthly interactive calls so employees could ask questions, among other tactics.

“The FastTrack Engineers did a great job in getting the architecture and connectivity right, so we experienced no interruptions. They came in with a solid methodology, were very hands-on, and had the experience to guide us through.”

-Thilak Piyadigama
COO Nations Trust Bank

Drive Value Checklist



Here is a list of actions you can expect to engage in while working with FastTrack during the Drive Value phase:

Implement the adoption plan

Going beyond your test group to a broader population of employees can be difficult. Having a plan in place to help your employees adopt and embrace change will make this easier. Microsoft FastTrack will help you build a multifaced [adoption plan](#) using best practices developed over thousands of experiences.

Hold launch and training events

Make it informative and fun using [Microsoft FastTrack resources](#) to help you [drive user adoption](#). One idea is to set up a booth or a kiosk outside your lunch area or host “lunch and learn” events for your employees. These events serve to support your employees with face-to-face questions & answers as well as driving excitement and adoption, and they are a great way to distribute resources your employees can take with them.

Encourage ongoing engagement

As you implement the adoption plan, FastTrack will monitor and assist you at designated points along the way. Together, you'll work with your internal business stakeholders to drive adoption of new technology and work out any productivity issues. Leveraging the [Service Management Toolkit](#) and the [Admin Learning Center](#) helps your administrators stay informed and effectively manage the new environment.

Keep everyone informed: provide a FAQ and supporting materials

Microsoft FastTrack has [templates](#) you can send to your employees to educate them about specific features, explain deployment within the organization, how they can register and enroll, and more. These tools and guides are specifically geared toward different departments within your organization, including individuals in HR, R&D, finance, legal, IT, and sales. You can also work with your internal communications teams to develop appropriate supporting collateral.

FastTrack comes with your subscription at no additional charge.

[Get started at FastTrack for Microsoft 365.](#)

