

Microsoft Viva e-learning platform



The goal of the project is to launch an Office 365 environment in the areas of Exchange Online, OneDrive for Business and Microsoft Teams and train employees in the basic use of Office 365.

Assumptions

- The work will be carried out remotely,
- Work will be carried out during business days and hours from 8:30 am to 4:30 pm
- The Employer will provide access to the Microsoft Teams and Microsoft Exchange administrative environment
- The Ordering Party will provide support to the Global Subscription Administrator to accept external application access
- End user support and maintenance is not included in the scope of work

Launch our platform via Viva Connections or watch training videos in the Viva Learning app - Viva Learning.

Scope of work

- Analysis of the current IT environment
- Preparation of a document: launch of services plan
- Launch of SharePoint site with E-Learning platform and selected audio/video materials
- Configuration of Viva Connections intranet in Microsoft Teams application
- Development of as-built documentation of Integrity Partners Ltd.

Deliverables

- Document: service launch plan
- Service: launch of SharePoint site with E-Learning platform and selected audio/video materials
- Service: configuration of Viva Connections intranet in Microsoft Teams application
- Document: as-built documentation