

Change the way you work. Our approach at Changing Social is to focus on the people and that's what makes Viva Insights such a powerful tool, to help transform the organisation to enhance team and employee productivity and wellbeing.

Installation & Configuration

01

Installation & Configuration

- To ensure that the licences and roles have been assigned to the correct, IT Administrators, Data Analysis and leaders within the business.
- To ensure that advanced insights, are configured and aligned to Azure Active Directory, to ensure
 that the data is accurate and aligned to the correct departments, leaders and managers.

Awareness & Communications



Awareness & Communications Planning

- Understanding the project goals and objectives
- Persona Mapping & Stakeholder Mapping
- Internal Communications Review
- Understanding the branding and tone of voice
- Developing the Communications Plan

03

Create Communications Assets

- **Executive Email Awareness**
- IT Communications Email
- Intranet news articles
- Yammer Campaign Posts
- Awareness Video Creation (min 8 days)

Training



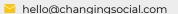
Training Needs Analysis

- Understanding the project goals and objectives
- Persona Mapping & Stakeholder Mapping
- Training Needs Analysis
- Develop the Training Plan
- Create the Training Content

05

Delivery of Training Content

- End User Training
- Executive & PA VIP Training



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