

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

Installation & Configuration

- 0] Installation & Configuration
- Viva Topics Install and technical upskill
- Licensing and role assignment
- Provision and configure Viva Topics Centre

Awareness & Communications

02

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



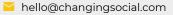
Training Needs Analysis

- 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
- Knowledge admins and knowledge manager training



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