



Project Internal Communications Ecosystem Architecture and Adoption 6-8 Weeks



Employee Experience
Empower YOU and your company to continuously improve workforce engagement and performance



Internal Communications Ecosystem Architecture and Adoption

TOPICS COVERED DURING THE PROOF OF CONCEPT

Week 1 - Knowledge transfer and organization

- Mapping current ecosystem for internal communications
- Mapping pain points/challenges and prioritize scenarios
- Identify Business Case

Weeks 2-5 - Hands-on Project/assignment

- Set up high level architecture: when to use what and why
 - Microsoft 365 and Microsoft Viva Suite and when to use what of
 - Microsoft 365
 - SharePoint
 - Teams
 - Microsoft Viva
 - Viva Connections
 - Viva Engage
 - Viva Glint/Viva Pulse
- Plan for the full lifecycle of internal communications, included collaboration solutions
- Identify ownership, roles and responsibilities in a RACI matrix
- Setup process for ADKAR Model
- Set up Communication Plan
- Coaching sessions to select roles and plan for role-based competency journeys in the organization
- Build Business Case with Microsoft 365 and Viva Insights reports, surveys and strategies

Weeks 6-8 Implementation

- Present Business case to stakeholders
- Summarize Lessons learned from project/assignment
- Potential scaled deployment blockers and challenges
- Finish Business Case based on findings
- Or, depending on scope and maturity of the project/assignment already start implementing the new and improved ecosystem

AFTER THE PROJECT/ASSIGNMENT

Ready to or already implementing an improved internal communication ecosystem in your organization either on your own, with current partners and/or with support from CloudWay