

# Modern Workplace Discovery & Assessment

## In Scope Activities & Deliverables

- Identify internal Modern Workplace champions
- Hold discovery and envisioning discussions which will include
  - Understanding of the company and expectations
  - Best practices discussion around approach and technologies
  - Current tools overview
  - Current workflows, data, documents and architecture, whether manual or technical
  - Office 365, including SharePoint, Teams, OneDrive for Business features that can be leveraged based on discussion
  - Review document management requirements
  - Demo relevant functions/features
  - On-Boarding and Training requirements
  - Security and data governance with Teams & SharePoint
- Provide high-level Recommendations and Implementation Roadmap
  - The product of this engagement is a summary of the envisioning meetings and a roadmap on how to best implement the solution.
  - A phased approach to creating a self-sustaining environment will allow you to pick and choose priorities that work with your timelines and resources
- Present the Plan with budgetary cost estimates to implement the recommendations