#### **Viva Topics Quick Start**



#### What's it about?

Over 2 million employees in more than 70 countries use an intranet built by Engage Squared. We have seen that the best intranets provide employees with access to the knowledge they need, as they need it. Viva Topics makes it even easier for people to connect to knowledge, no matter where the information resides.

We've designed our Viva Topics Quick Start for organisations with the modern SharePoint experience enabled.



# **Developing your Viva Topics strategy**

We will help you to determine business scenarios and success criteria, identify content sources and a curation model, and map the skills and roles needed to people in your organisation. This ensures Viva Topics can then be configured to surface the right content and expertise.



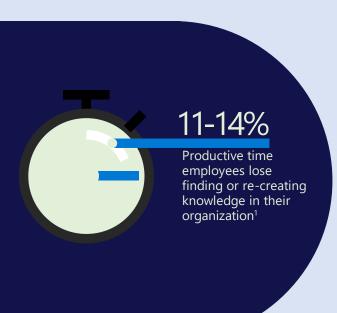
# Preparing your Viva Topics rollout plan

We will work with you to design the right rollout approach for piloting and scaling, training and communications, and establishing a network of knowledge managers or subject matter experts to manage and curate Topics.



# Launching Viva Topics to your organisation

Our expert adoption specialists will develop, in consultation with your team a communication for you to announce the roll out of Viva Topics. Additionally, we'll provide you with a Viva Topics quick reference guide.



#### **Expected outcomes**

- A Viva Topics strategy, identifying objectives, content sources and curation model, and roles
- Specification for your Viva Topics settings
- A rollout plan to take you from configuration to launch
- Two training sessions for Topic managers and admins
- A Viva Topics communication to support the launch announcement
- A Viva Topics quick reference guide in your organisational branding (1 page)















