Valto

[CUSTOMER]

SharePoint & Teams Workshop Report

Valto

Your Dedicated Consultant
consultant@valto.co.uk

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Introduction

[CUSTOMER] would like to utilise more Microsoft 365 services following a demo with Valto, a workshop was taken with the aim of exploring how these services would be beneficial to the organisation.

Workshop Details

The workshop was held remotely on the XXXX. This can be found below.

Attendees

- Your Dedicated Consultant – consultant@valto.co.uk
- Marketing Attendee – email
- IT Attendee – email
- HR Attendee – email
- Finance attendee – email
- Etc…

Objectives

- E.g. To improve communications through deployment of a SharePoint Intranet.
- E.g. To move all files from existing network shares into the cloud, and remove servers.
- E.g. To replace paper based processes (with multiple hand offs) with digital systems and automations, to improve organisational efficiency.
- E.g. To review security of the Microsoft 365 configuration, and introduce best practice.
- E.g. To educate all users on Microsoft 365.

Project Details

Reference	Requirement
Company Name	*[CUSTOMER]*
Project Name	*SharePoint & Teams Workshop Report*
Contact Details	*Click Here*
Preferred Delivery Date	*TBC*
Objectives	*Click Here*
Prototype Link	*Proof of Concept*
Session Recording	*Session 1 Link* *Session 2 Link*
Documents (Valto Only)	*Click Here*
Workshop Notes (Valto Only)	*Workshop Agenda (Web view)*

Workshop Findings

The findings below are from the workshop and are in note format only. These notes have been used to create the design, rollout plan and pricing.

Microsoft 365 Licensing

The licenses [CUSTOMER] have currently purchased are Office 365 E3 with the RRP for this being £17.60 per user / per month. The Microsoft 365 Business Premium licenses would be cheaper at £15.10 and provide more functionality. See the table below:

What's Included?	MS365 Business Premium	Office 365 E3	EM+S E3
Cost (RRP)	£15.10	£17.60	£6.60
Users	300	Unlimited	Unlimited
Office Online	✓	✓	✗
Office Client	✓	✓	✗
Exchange	✓	✓	✗
SharePoint	✓	✓	✗
OneDrive for Business	✓	✓	✗
Microsoft Teams	✓	✓	✗
Planner	✓	✓	✗
To Do	✓	✓	✗
Stream	✓	✓	✗
InTune	✓	✗	✓
Azure AD - Conditional Access	P1	✗	P1
Azure AD - SSO	P1	✗	P1
Azure Information Protection	P1	✗	P1
Autopilot	✓	✗	✓
Windows 10 Upgrade	✓	✗	✗
Office 365 ATP	P1	✗	✗

The only downside of changing the licenses would mean that users must reinstall their version of Office on the machine. This can be fully automated with InTune which is included in the Microsoft 365 Business Premium licensing.

Cost Analysis

Current Licensing

License	Qty	Cost	Total
Office 365 E3	70	£17.60	£12,32.00
TOTAL			**£1,232.00**

Proposed Licensing

License	Qty	Cost	Total
Microsoft 365 Business Premium	70	£15.10	£1057.00
TOTAL			**£1,057.00**

Summary

By changing the license would result in a saving of £2,100 per year and give [CUSTOMER] full security functionality across the whole of the organisation.

Workshop Findings

Workshop findings will be captured within note format.

Valto Products/Apps

Following a full review of all of Valto pre-built applications the following are of interest to be delivered as part of this project:

Employee Directory

Our People Directory app will pull users from your Azure Active Directory to allow users to search for colleagues based on their name or profile properties.
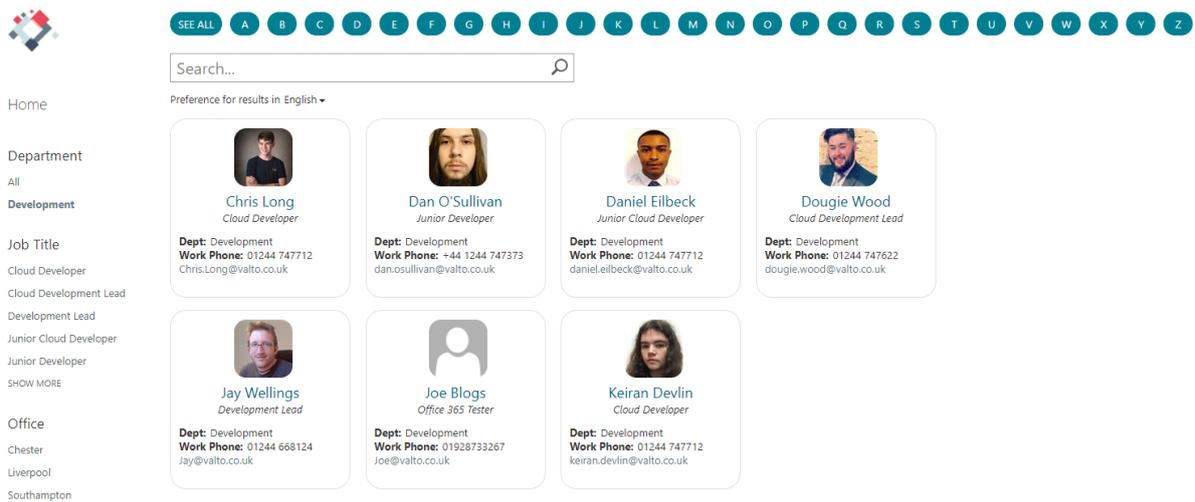
People Directory Impression

Controlled Documents

Our controlled documents system is designed to help organisations who need to store controlled documents with a regular review process and tracking of reading them. Typically this system is used for the following:

- Policies, Procedures & Forms
- Accreditations examples including:
  - ISO
  - BRC
  - Cyber Essentials

The system is fixed in the way that it works unless tokens are used to customise this and provide change requests.

Controlled Documents with Microsoft 365 - In this short video we will demonstrate one of our pre-built controlled documents management systems built within SharePoint Online and using Power Automate for workflow processes.

Discover how the tools in Microsoft 365 can provide an auditable and automated ISO document management system. https://valto.co.uk/microsoft-sharepoint/iso-management/

This system contains the following features:

- Homepage – To easily display your controlled documents.
- Review Date – Prompt your document owners to review documents every 3, 6, 12, 24 or 36 months.

- **Approval** – Once reviewed your documents will require sign off and approval by an named person or group.
- **Version Control** – Our system provides both major (1, 2, 3) and minor (0.1, 0.2, 0.3) version control. Ensuring document owners only see minor versions and everyone else sees the latest published version.
- **Automated Emails** – All actions required issue emails with links to the document. Actions can then be completed by buttons within emails, making the process quick and efficient.
- **Audit History** – A full audit trail of who, what, when changes have been made to every document.
- **Tracker** – Once a document is approved, automate emails to specific groups of employees to digitally capture who has read the document and automate reminders.
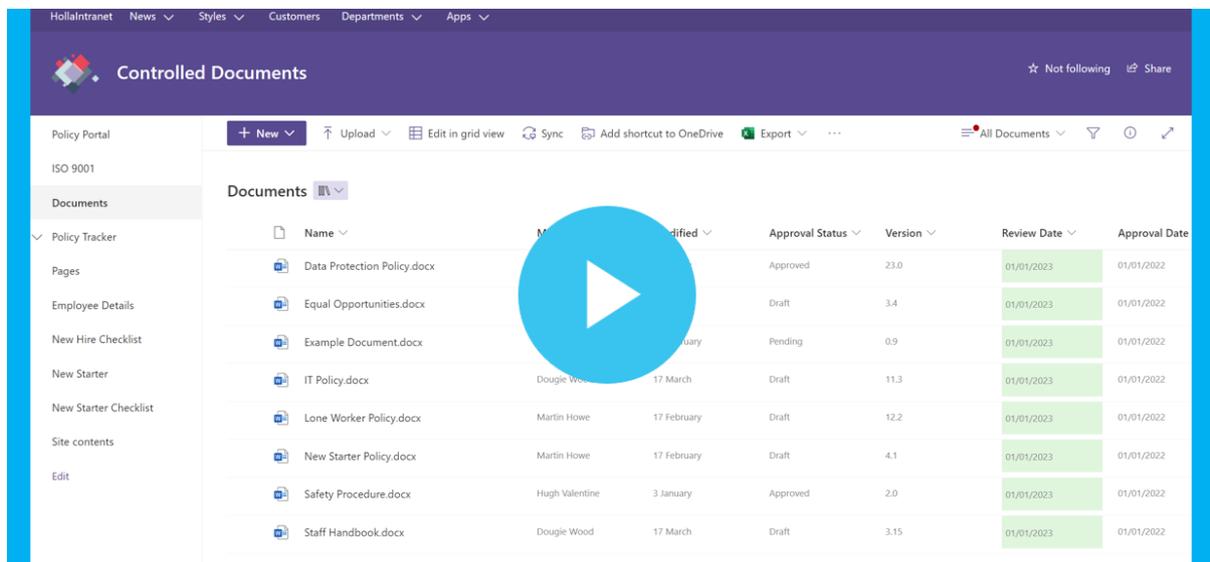
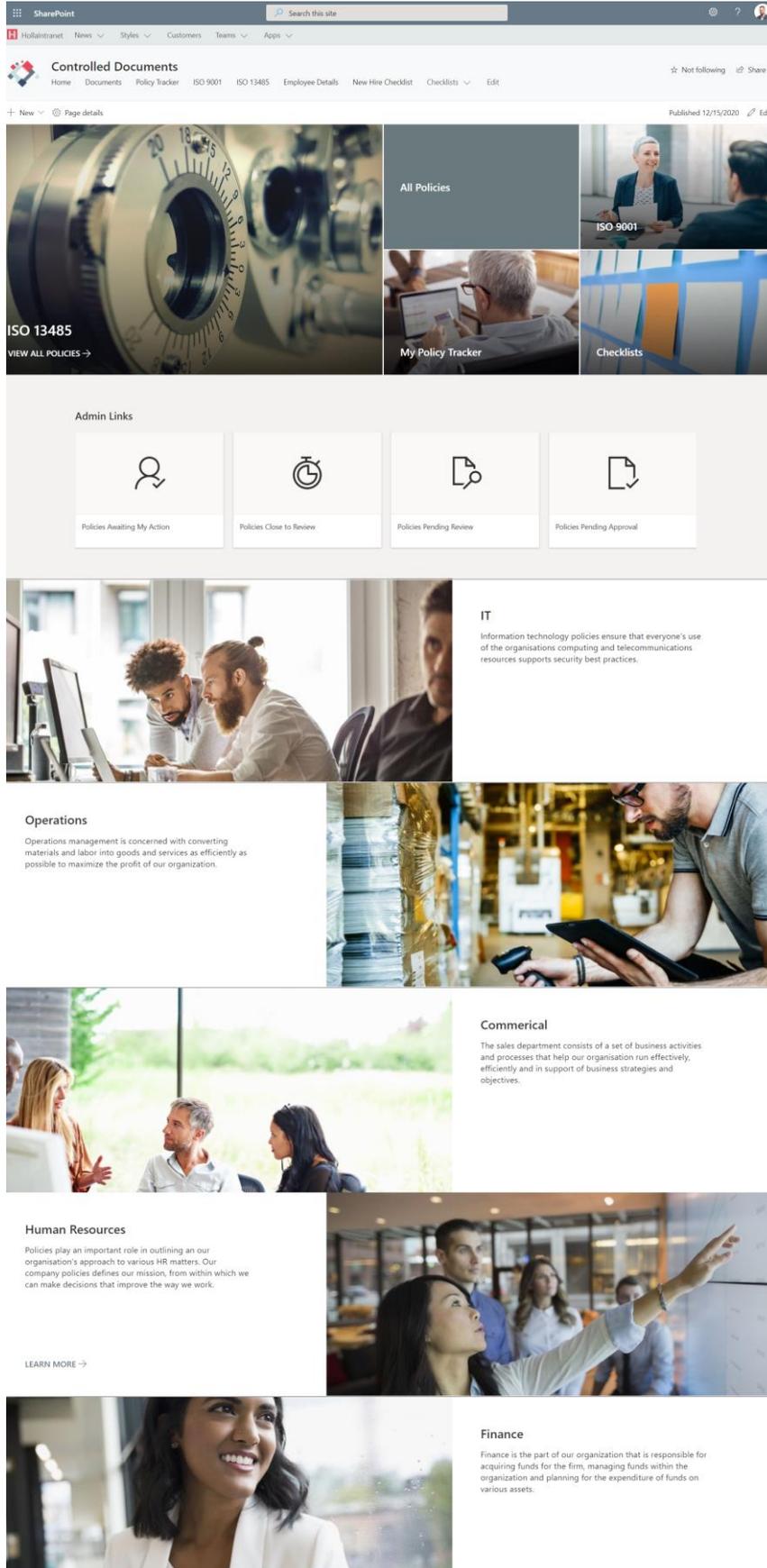The out of the box system provides the following:

- 1 Document Library
- Standardised Permissions
- Up to 8 Groups

Where required this can be altered / updated to add additional functionality using tokens or during the scoping the additional requirements can be scoped out as a fixed price change request. *Please note that the following describes the minimum project package available for this solution. Additional features can be agreed and quoted accordingly, for example; additional libraries. These can be agreed post-Scoping Session.*

Play Me – Demonstration Video
Click the below image or link here: (1) ISO 9001 QMS in SharePoint - YouTube

Controlled Documents Homepage Impression

Policy Tracker

	Employee ∨	Read ∨	+ Add column
∨	**Title : Data protection Policy (7)**		
	Hugh Valentine	✓ Yes	
	Keiran Devlin	✓ Yes	
	Dougie Wood	✓ Yes	
	Steve Davies	✓ Yes	
	David Bailey	✓ Yes	
	Will Jones	✓ Yes	
	Fay Ellis	�घ No	

Track Document Read Receipts Impression

	Name ∨	Modified By ∨	Modified ∨	Approval Status ∨	Version ∨	Review Date ∨	Approval Date ∨	Review Period ∨	Reviewer ∨	Approver ∨	Team ∨	Key Policy ∨	Retention Policy ∨
	Data Protection Policy.docx	Hugh Valentine	3 days ago	Approved	20.0	30/04/2020	30/04/2019	6 Months	Steve Davies	Hugh Valentine	IT	Yes	Finance
	Equal Opportunities.docx	Hugh Valentine	26 January	Pending	2.11	01/01/2021	1/1/2020	12 Months	Steve Davies	Steve Davies	IT	No	Finance
	IT Policy.docx	Hugh Valentine	28 January	Approved	10.0	30/04/2021	30/04/2020	24 Months	Steve Davies	Steve Davies	IT	No	Business Critical
	Lone Worker Policy.docx	Hugh Valentine	18 February	Approved	11.0	30/04/2021	30/04/2020	36 Months	Steve Davies	Steve Davies	Marketing	Yes	Business Critical
	New Starter Policy.docx	Dougie Wood	25 January	Draft	3.1	28/04/2021	1/6/2020	6 Months	Steve Davies	Steve Davies	Finance	No	Personal Data
	Safety Procedure.docx	Dougie Wood	25 January	Draft	0.13	31/05/2021	31/05/2020	24 Months	Steve Davies	Steve Davies	Marketing	Yes	Finance
	Staff Handbook.docx	Hugh Valentine	15 January	Draft	3.3	01/01/2021	1/6/2020	12 Months	Dougie Wood	Steve Davies	IT	Yes	Personal Data

Controlled Documents with Tags Impression

Version history

Delete All Versions | Delete Draft Versions

No. ↓	Modified	Modified By	Size	Comments
12.3	03/07/2019 16:47	☐ Hugh Valentine	50 KB	
	Review Date 30/04/2020			
12.2	03/07/2019 10:25	☐ Hugh Valentine	50 KB	
12.1	26/04/2019 13:35	☐ Hugh Valentine	50 KB	
	Approval Status Draft			

This is the current published major version

| 12.0	12/04/2019 12:48	☐ Hugh Valentine	50 KB	This is now ready for version 12
	Approval Status Approved			
11.2	08/03/2019 11:06	☐ Hugh Valentine	50 KB	
	Approval Date 30/04/2019			
11.1	20/02/2019 14:11	☐ Hugh Valentine	50 KB	
	Approval Status Draft			
11.0	23/09/2018 15:13	☐ Hugh Valentine	50.3 KB	This is great thanks for the changes

Version History of a Controlled Document

Onboarding and Offboarding System

We would deploy our onboarding and offboarding system that is designed to automate the tasks required for a new starter to complete. Also existing employees such as sending tasks to request hardware to be deployed or be added to the payroll system.

Play Me – Demonstration Video

Click the below image or link here: [(1) Employee Onboarding System in SharePoint - YouTube](#)
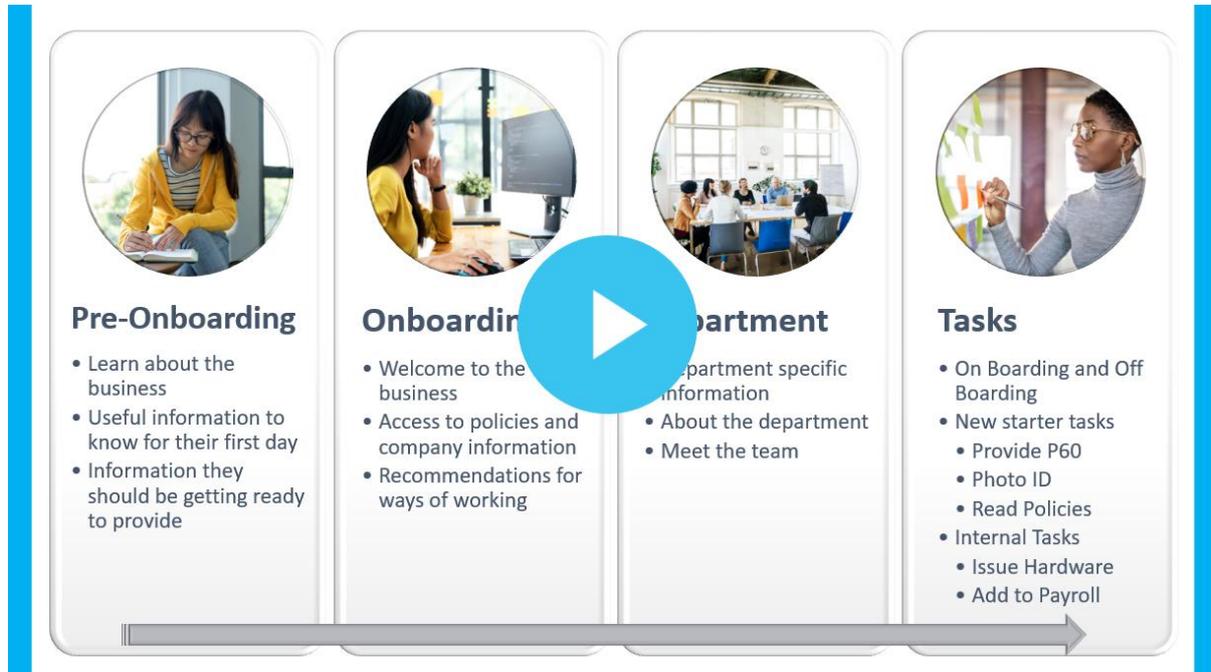
Room Booking App

Our room booking application will load your available rooms and allow users to book meeting time slots that are available. Reception would like a view within the app of all of today's bookings including the room and who made the booking.

Book a Room Homepage

Book a Room

Leave Request

Our Leave request PowerApp can be used via the Portal, embedded into Microsoft Teams or even access via a mobile phone app.

This makes it simple to submit different types of leave request. The requests will then go through a line manager approval before calculating their new balance entitlements.

Play Me – Demonstration Video

Click the below image to watch the demo.

Bespoke Solutions

The following section will capture details of any bespoke solution that requires custom configuration and development, with identified requirements and their estimated effort in hours:

Reference	Requirement	Required	Effort
PR01	**Requirement** A description of the requirement will be provided, with details to assist developers in their estimates.	MUST	**X**
PR02	**SharePoint Site Requirement** A description of the requirement.	MUST	**X**
PR03	**SharePoint List Requirement** A description of the requirement.	MUST	**X**
PR04	**SharePoint Document Library Requirement** A description of the requirement.	MUST	**X**
PR05	**Power Automate Requirement** A description of the requirement.	SHOULD	**X**
PR06	**SharePoint Framework (SPFX) Requirement** A description of the requirement.	SHOULD	**X**
PR07	**Canvas PowerApps Requirement** A description of the requirement.	MUST	**X**
PR08	**Model Driven PowerApps Requirement** A description of the requirement.	MUST	**X**
PR09	**Test Plan Documentation** A description of the requirement.	MUST	**X**
PR10	**Developer Testing** A description of the requirement.	MUST	**X**
PR11	**Project Management** Dedicated Project Management throughout the project focusing on delivering the following value add. • Project Initiation • Project Planning • Project Execution • Project Monitoring and Control	MUST	10% of Value of Project (Excluding Tokens/Training) **X**
PR12	**Training & Handover** Training for the requirements set out above. Generally broken down as follows: • Admin • Champion • End User	MUST	**X**
Total			**£X,XXX**

Next Steps

Recommendations

The initial phase for SharePoint should focus on configuring the environment and structure. A couple of key applications that would provide a great ROI immediately and prove the success of the project for further roll outs. **This approach is a suggestion only and could be refined and tweaked with [CUSTOMER] during a follow up meeting.** The aim of the training would be to fully train champions in the organisation that can start creating their own areas and building on these using tokens when required.

Pricing

SharePoint - Phase 1

The requirements that were identified have been broken down into a suggested phase below. Not all requirements from the Workshop Findings are included in Phase 1. Anything that should be included can be added at an additional cost.

Deliverable	Cost
SharePoint Intranet Homepage & Branding Homepage for sharing company news, important links, and site structure. This has been outlined in [CUSTOMER] SharePoint & Teams Structure.xlsx provided with this. • News Section • [CUSTOMER] Coloured Branding • Twitter Feed • Department Templates • Org Chart • Events	£X,XXX
Teams Structure Creation & Architecture • Deploy required architecture for SharePoint & Teams. • Make configuration changes to ensure security and governance.	£X,XXX
Policies Management, ISO & QMS An automated system used for tracking and automatically reviewing Office documents. • Document Library with Major, Minor and Version Control • Review / Approval Workflow for automated timed review of documents • Homepage & Search created to navigate the ISO system. • The client is responsible for uploading and configuring the metadata with Valto assistance. • Request Read Receipt • User Guide and Video provided.	£X,XXX
Employee Directory	£X,XXX

This would replace the existing excel spreadsheet with a phone directory that would take information from Active Directory such as email, office number, job titles, etc. and allow users to upload their own details such as about me and mobile numbers.	
Employee Onboarding & Offboarding Provides onboarding for New Starters to ensure tasks for onboarding of employees is completed. Includes the following areas that can be customised by the organisation: • Employee Check List – All the tasks that should be completed by the Employee when they join/leave the organisation including reminders and scheduled dates. Links to the Policies System for Employee Policies Check List • Employer Check List – All the tasks the departments should complete when onboarding/offboarding an employee such as setting up laptops & payroll.	£X,XXX
Employee Onboarding (Portal) Provides portals for the New Starters when joining the company including: • Employee – Pre-onboarding Portal • Employee – Onboarding Portal • Department – Up to 5 Department Specific Sites • Links to Employee Onboarding Application	£X,XXX
Visitor Registration PowerApps Visitor Registration Application for Tablet. • Track Visitor Sign In at reception including name, car registration, phone number, etc. • Sign off site policies from the application. • Automated workflow notifying person visiting via email on arrival. • Easily printable fire log to show all visitors on site.	£X,XXX

Learning Management System
 	
A learning management portal for handling all of the learning management pages and information.
• Learning Portal & Pages
• Training Matrix
    o Date Reminders
    o Read Receipts
	£X,XXX

SharePoint Migration Migration of data from the existing SharePoint environment to the new structure. **Links need to be updated manually by users as part of this migration**	£X,XXX
Microsoft 365 [CUSTOMER] Way of Working – SharePoint & Teams	2 Training Days £X,XXX

2 Days at [CUSTOMER] for Microsoft 365 Tailored Training. Pending an initial workshop / review a tailored way of working will be developed for your organisation designed to maximise the adoption and change the working practices for hybrid working. **Agenda** Office365 SharePoint and Services Training **Session 1 Training – Admin** o Intranet & SharePoint Admin o Support & Help o Content Type - Templates o Administration of Apps o Migrating data to SharePoint o Creating news articles o Updating Pages **Session 2 Training – Champions** o Standardised way of working o Intranet & SharePoint o Apps o Migrating data to SharePoint **Session 3 Training – End Users** o Standardised way of working o Intranet & SharePoint o Apps	
Project Management Dedicated Project Management throughout the project focusing on delivering the following value add. • Project Initiation • Project Planning • Project Execution • Project Monitoring and Control	10% of Value of Project (Excluding Tokens/Training) £X,XXX
Token Development – 40 Tokens Tokens that can be used further developments and ongoing support following the project. These are for remote assistance only, charged in half hour blocks (1 token = 1 hour). These tokens can be used for further improvements such as developing forms/processes and providing additional training	£X,XXX
Total (Exclusive of VAT)	**£XX,XXX**

![Valto logo]

Licensing

Per User / Per Month Cost	Unit	Qty	Total
Power Apps Portals	£150.80	1	£150.80
Power Apps User Licensing	£3.80	5	£19.00
SharePoint Online Licensing Our Development and Test Accounts will require a Microsoft 365 Business Basic License	£3.80	2	£7.60
Power Automate Plan 1 Licensing Our Development Account will require a Power Automate Plan 1 License.	£11.30	1	£11.30
Total Monthly Cost (All prices are exclusive of VAT.)			**£211.60**

Project Management

The Valto Project Management fee is charged at 10% of the total project costs. This covers cost associated with any required project administration, resources and on going Project Management. The delivery tools used to ensure clients objectives are met vary based on project cost/ complexity. We have adopted a tiered based support approach, however this maybe subject to change based on level of complexity.

Stage	Project Size	< £9,999	£10,000 - £19,999	£20,000 - £29,000	£30,000 - £39,999	£40,000 +
	Project Management Fee	10%	10%	10%	10%	10%
	Generate Project Record	✓	✓	✓	✓	✓
Project Initiation	Delivery Timeline	✓	✓	✓	✓	✓
	Roles & Responsibilities	✓	✓	✓	✓	✓
	Communication Plan		✓	✓	✓	✓
	Risk Management (RAID Log)		✓	✓	✓	✓
	Project Schedule		✓	✓	✓	✓
Design & Build	Resource Allocation/ Scheduling		✓	✓	✓	✓
	Weekly Status report			✓	✓	✓
	Weekly Update Call				✓	✓
Test	Test Plan Documentation					✓
	Test Management Support					✓
Deploy	Closure Report/ Call					✓

Pre-Requisites

As part of project implementation Valto require the below pre-requisites to be provisioned before the development phase begins. Please see the detail below

Pre-Requisite	Detail
Development Office365 Account	• This account will be used to develop the proposed system. • We recommend giving this account global admin to your Office365 tenant so that we are not restricted in what we can do, and to mitigate slowing down the project to request elevated access. • This account should also be equipped with a license that includes SharePoint, PowerApps and Flow. At minimum we will need a business basic license. • A Power Automate Plan 1 Licence will also be required. • This account will also be used as a Service Account meaning if we ever need to create automated emails it will come from this account. So we suggest giving it a generic display name such as automated@customername.onmicrosoft.com
Test Office365 Account	• We always request a secondary account we can use as an example test user. • This user must have an Office365 license that includes SharePoint, PowerApps and Flow. At minimum this would be a business basic license. • It does not need any elevated access as we want to use this account like a typical end user. • This should be named SharePoint.Tester@customername.onmicrosoft.com for example.
Partner Access	• Partner access to your Office365 Tenant – Click Here (requires a global admin account)
Colour Scheme	• We will need to know your organisations colours. If you do not have an official colour scheme documentation, we can take the colours from your public website if you prefer. • The Hex code of your organisation's primary colour is required
Branding & Imagery	• If you have any branded imagery that we can use, please provide this along with your logo. • .PNG file types are preferable, but not essential. • Images ratios of 4:3 or 16:9 are ideal, but not essential.

Timelines

Timelines are subject to change and will be updated to reflect current workload at time of report delivery.

Type	
Office365 Workshop Onsite 1. Workshop to scope out requirements 2. Report Created remotely.	Typically booked 4 weeks after receiving PO
Office365 Workshop Report Delivery 1. Report delivered electronically and reviewed by client. 2. Review meeting booked to refine and confirm design.	Report created 1 week after the workshop
Project Planning Upon acceptance of the project once this has been signed off the project will be planned in to start with the development team. This process can take 8-12 weeks dependant on current workload.	Projects following the workshop would require a typical timeline of 8-12 weeks to plan in before commencement.
Typical SharePoint Project Timelines 1. Following Acceptance of Report project is commenced 2. Valto deploy the architecture design in the client environment. 3. User Acceptance Testing is completed amongst the Pilot Group for a period of 1 to 2 weeks and any required changes are altered and bugs fixed. 4. Project Go Live set & Training provided. 5. Final UAT 2-week period in which any required bugs are resolved.	Typical timeline for deployment would be 4 weeks from commencement of this phase to completion.

![Valto logo]

Design

Example Homepage

![Valto logo]
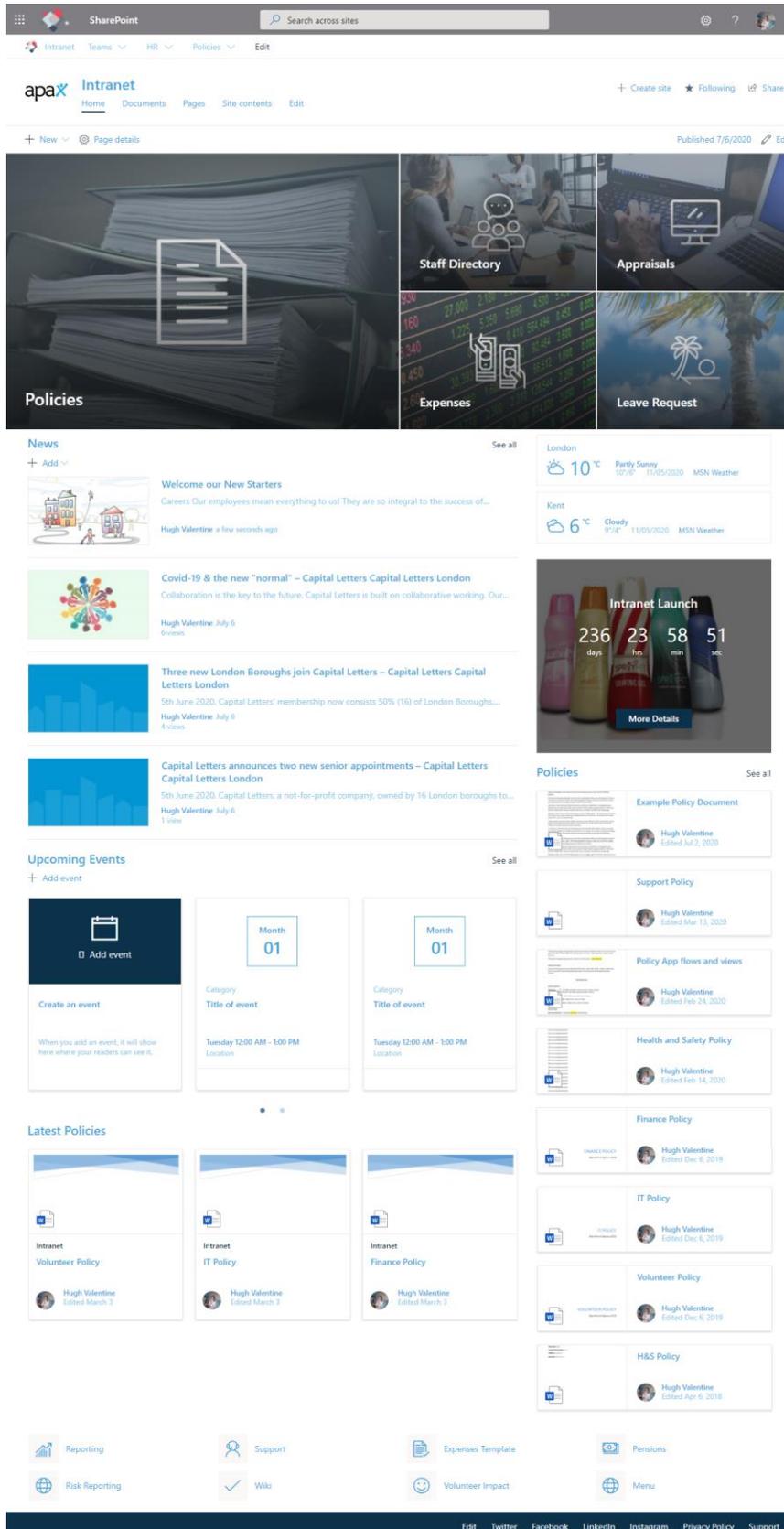
Search...

Preference for results in English ▼

Home

Department
Consultancy
Development
Service
Support

Job Title
1st Line Cloud Engineer
Azure Specialist
Cloud Engineer
Cloud Specialist
IT Strategy Specialist
SHOW MORE

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Hugh Valentine
Managing Director
Dept: Consultancy
Work Phone: 01244 747 600
hugh@valto.co.uk

Hugh Valentine   ✕

Skills
Excel | Azure | Office365 | SharePoint | Planner

Interests
Cycling | Gym

Member of
Skype Agents

Authored documents
☐ Cloud Whizz Ltd Team Site
☐ Banner
☐ Home
See more

VIEW PROFILE

8 results

Alert Me   Preferences   Advanced Search

Phone Directory

Documents

☐	Name ⌄	Modified ⌄	Modified By ⌄	Review Date ⌄	Approval Date ⌄	Reviewer ⌄	Approver ⌄	Process Owner ⌄	Approval Status ⌄	Version ⌄
📄	Valto Business Systems Orders Procedures.do...	23 September, 2018	Hugh Valentine	30/04/2019	30/04/2018	Peter Tall	Hugh Valentine	Marketing	Approved	11.0
📄	Valto Equal Opportunities.docx	23 September, 2018	Hugh Valentine	30/04/2019	30/04/2018	Steve Davies	Hugh Valentine	Marketing	Approved	8.0
📄	Valto IT Policy.docx	23 September, 2018	Hugh Valentine	30/04/2019	30/04/2018	Steve Davies	Hugh Valentine	IT	Rejected	8.3
📄	Valto Lone Worker Policy.docx	23 September, 2018	Hugh Valentine	30/04/2019	30/04/2018	Steve Davies	Hugh Valentine	Marketing	Draft	7.3
📄	Valto Policy.docx	23 September, 2018	Hugh Valentine	30/04/2019	30/04/2018	Steve Davies	Hugh Valentine	Sales	Draft	10.3
📄	Valto Staff Handbook.docx	23 September, 2018	Hugh Valentine	30/04/2019	30/04/2018	Steve Davies	Hugh Valentine	Finance	Pending	7.2
📄	Valto Staff Leavers Checklist.docx	23 September, 2018	Hugh Valentine	30/04/2019	30/04/2018	Steve Davies	Hugh Valentine	IT	Draft	7.2

Policies

⊞ Microsoft 365 admin center   🔔 ⚙ ?

[CUSTOMER] Top Link Bar Option 1

⊞ Microsoft 365 admin center   🔔 ⚙ ?

[CUSTOMER] Top Link Bar Option 2

Valto

POLICY
Manual Handling

Hugh Valentine
Managing Director

Why is dealing with manual handling important?

Manual handling injuries can have serious implications for the employer and the person who has been injured. They can occur almost anywhere in the workplace and heavy manual labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk.

What do I have to do?

To help prevent manual handling injuries in the workplace, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, employers must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury.

For any lifting activity

Always take into account:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to use lifting equipment

- Consider whether you can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor
- Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- Reduce carrying distances where possible

Case study two

Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position

👍 You liked this   💬 1 Comment   👁 23 Views   🔖 Save for later

1 Comment

Add a comment. Type @ to mention someone   Post

Hugh Valentine
26 days ago

This is great **@Kyle Williams** did a great video that may help support this?

↩ Reply   👍 Like

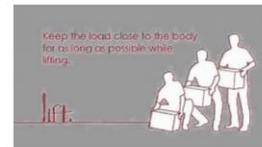**Take the Manual Handling Test**

Click Here

Documents   See all

+ New ⌄   ...   ☰ All Documents ⌄

☐   Name ⌄

📄 1.docx

Keep the load close to the body for as long as possible while lifting.

Manual Handling

Test your knowledge on our manual handling policy

Hi Hugh, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Which one of the following is NOT classified as a manual handling activity? *
(1 Point)

○ Throwing
○ Pushing
○ Carrying
○ Lifting

2. Which kind of injury is the most common when manual handling? *
(1 Point)

○ Broke Limbs
○ Sprain
○ Headaches
○ Musculoskeletal disorders

3. To ensure maximum stability, how should you position your feet when lifting?
(1 Point)

○ With your feet together
○ With your feet apart and flat on the floor
○ One in front of the other
○ With feet apart and on tiptoes

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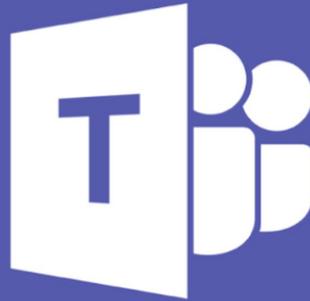
MICROSOFT TEAMS

How is a Microsoft Team built up?

SHAREPOINT SITE

A Sharepoint Site is created that holds the files and can be used as a communication portal for that Team. This will consume a SharePoint URL such as /sites/TeamName. This is only visible to the Team members by default.

MICROSOFT 365 GROUP

A legacy version of Microsoft Teams that provided a shared mailbox, calendar, and documents area. This has been superseded by the Teams functionality. A Microsoft 365 Group can be upgraded to a Microsoft Team easily.

DISTRIBUTION LIST

An email address will be taken such as TeamName@company.org. It's important to plan these so Teams do not take required / important emails. Can also function as a distribution email for that team.

MICROSOFT TEAM

Finally, the Microsoft Teams goodness providing collaboration, files and other functionality combined into one application.

HOW SHOULD I DEPLOY MICROSOFT TEAMS?

A guide to the types of Teams organisations create

DEPARTMENTAL

These types of Teams provide departments a place to streamline their way of working. Replacing internal emails & communications with group chats, hosting regular department meetings and migrating their files into the platform.

PROJECT / AD-HOC

Project & Ad-Hoc Teams are ideal for cross department functions and even external parties like suppliers & partners. Map out your project and use it to improve collaboration on your project using meetings, files and planner for task management.

COMPANY WIDE

Invite your whole organisation to a Microsoft Team and use it for posting important announcements, praising members of staff and providing easy access to a SharePoint Online Intranet.
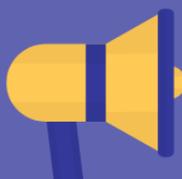
SOCIAL & INITIATIVES

Create social Teams for your employees to engage on topics they are interested in and drive company wide initiatives such as a mental health campaign to really drive social and company wide feedback.

WHEN SHOULD I USE
SharePoint, OneDrive or Microsoft Teams

SharePoint - Company Wide

A publishing portal that the whole company can access.
Sharing: This is generally open to all staff.
Example: An Intranet including news, policies and a department publishing site to share documents with the whole org such as templates and forms.

OneDrive - Personal

OneDrive is used for documentation that does not need to be shared with the rest of the organisation such as draft files.
Sharing: This is used on an ad-hoc basis.
Example: Sharing a folder/files with a supplier or customer or sharing 1 to 1 information with a member of staff.

Teams - Department or Project

Teams is a collaboration tool where multiple people can work in a modern way.
Example: Invite your departments to share files and join meetings. Create Teams for new projects to store all relevant info.
Sharing: Invite the group of users you are working with including external parties.