MICROSOFT TEAMS
JUMPSTART

When you have the right tools, collaboration becomes easier and you can get more done in less time. One of the tools launched by Microsoft in response to the evolution of collaboration in the workplace is Microsoft Teams. Though Teams is a highly intuitive solution, many users and administrators can experience obstacles or find the administration unclear. MS Teams Jumpstart offers advice and guidance on configuring and administrating Teams environments.

More and more organizations have to collaborate regularly with partners, authorities and third parties. Silos within companies are being broken down, and cross-functional teams are the norm. New challenges have also arisen, however. Teleworking is and will remain the norm for the foreseeable future. Optimal digital collaboration is essential, whatever the context, to ensure progress and even more importantly, to accelerate it.

MICROSOFT TEAMS, THE ONLINE COLLABORATION HUB

Invite all the people who you work with to chat, for a meeting, to call and collaborate on projects, all in the same place, wherever you are. Use a single click to switch between a group chat and a video call, instantly. Whether your team has ten members or ten thousand, everyone can work together, in however many physical locations they may be. Stop wasting time searching frantically for lost files. With Teams you can view, share and modify Word, PowerPoint and Excel files in real time. Collaborating has never been more efficient.

THE ADDED VALUE OF TEAMS

Share files with colleagues and others outside the organization

Share files with colleagues and work on them together.

Real-time collaboration and co-creation

View, share and modify Word, PowerPoint and Excel files in real time.

Security and compliance

Microsoft Teams offers a wide range of management options to securely handle company data and privacy.

Integrated apps

Benefit from over 250 integrated apps and services such as Planner, OneNote, PowerApps, Jira, SurveyMonkey, etc.

TRANQUILITY OF ORDER

New collaborative methods create new challenges. The launch of Teams within an organization may give rise to concern in the IT department:

- How can we prevent everyone from creating Teams at random?
- How can we stay in control of which Teams are created?
- What should we do with Teams that are no longer being used?
- How can we ensure confidential information is not shared outside the organization?
- Can we deactivate certain features?
- How do we share information with external parties?
- Can we enforce a standard naming system for MS Teams?
- …

These are all legitimate concerns and form the foundation of the Microsoft Teams Jumpstart process.

GETTING TO WORK TOGETHER

Together, we will use Teams Jumpstart to work on realizing the full potential of Teams for your organization. Our experts won't just ensure the smooth, secure integration of Teams into your environment, but can also help your employees reap the most benefits from these new functionalities.

We do this using a workshop-based process. Thinking through active issues and challenges together, where each individual has the opportunity to provide input, automatically creates more support. Not only that, insights and ideas from a range of perspectives will lead to better strategies, plans and actions. We always tailor the approach to your own context and requirements.

IT TRACK
IT EN GOVERNANCE
We guide IT managers through all the various administration options for the entire Teams life cycle. In the first session, we focus on knowledge sharing. The second session is an interactive session in which we provide advice on how to translate practical administration needs into the right settings.

BUSINESS TRACK
SCENARIO'S WORKSHOP
We explore all the various functionalities of Microsoft Teams. We then brainstorm possible scenarios. Who will typically use Microsoft Teams within your organization and for what purpose? We select four of these scenarios to serve as the basis for the rest of our process.

NEXT STEPS

ALL TRACK
ROLL-OUT
Based on the input from all the previous workshops, we discuss what steps are needed next to roll out Teams for your entire organization.

TEAMS JUMPSTART

CHANGE TRACK
CHANGE WORKSHOP
In order to achieve the intended business value, it is important to support people and organizations in their change process. In this workshop, we offer you essential knowledge, insight and concepts based on the Prosci® change management methodology. It will soon become clear that a Teams rollout is about more than just the IT, and we will help you work on a project approach that addresses the human aspects of this change.

IT TRACK
TELEFONIE
This is an optional workshop for those who wish to make use of the Teams telephony functionality. How will we approach the migration of Skype for Business or a more traditional telephone system? We explore the various scenarios.

BUSINESS TRACK
REVIEW
After the first use, we schedule a review round with the participants from the scenarios workshop. We discuss how the various scenarios have worked out in practice and then decide together which best practices to implement within the organization.

BUSINESS TRACK
PROOF OF CONCEPT
In this phase, we actually set up the scenarios selected earlier in Microsoft Teams along with the various user groups for each scenario. Now the pilot group will be able to test and use your newly created Teams.

Microsoft Teams Jumpstart

At Realdolmen, we strongly believe that people make the difference, not just technology. We are convinced that ICT can help people and companies to work more efficiently and simply. This is why our primary focus is on people, their potential and the results that organizations want to achieve. From here, we work out a technological solution.

We are happy to work with you to realize your organization's full collaborative potential using Teams.

Please contact us at info@realdolmen.com

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