

Microsoft 365 Teamwork Assessment

# Scenario Definitions

The following slides will help develop other scenarios outside of those in the Business Decision Maker (BDM) Workshop samples. These scenarios can be closely aligned to the demonstrating of the power and value of Teams and Teamwork.

A BDM workshop will help to determine what specific needs and challenges are in teamwork and collaboration. Needs aligning with the scenarios defined below, will help determine which of the three modules (Teams Adoption, Calling, Meetings, or Solutions) to leverage in designing a custom roadmap for Teams deployment.

## Scenarios

- 1 CROSS FUNCTIONAL TEAMS**
- 2 ONLINE MEETINGS**
- 3 FLEXIBLE WORKSTYLE**
- 4 HARNESS ORGANIZATIONAL INTELLIGENCE**
- 5 PROCESS WORKFLOWS**

Do your teams have a central place for communicating and accessing all information about projects?

# CROSS FUNCTIONAL TEAMS

# TEAMWORK

Communicate and converse with your team to stay informed, solicit input, and build cohesion and consensus

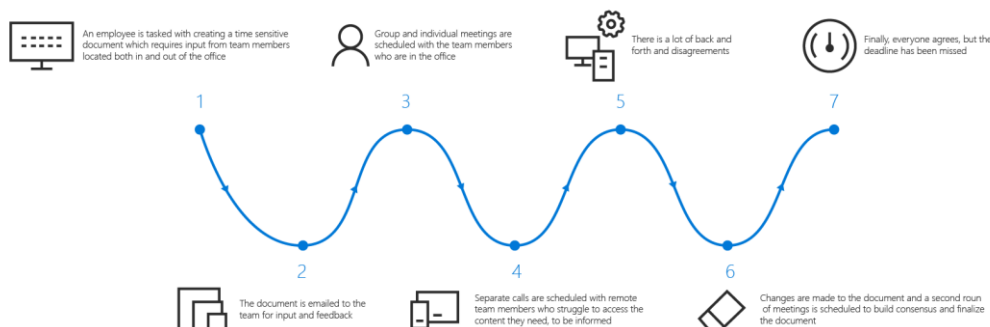
## Scenario Summary



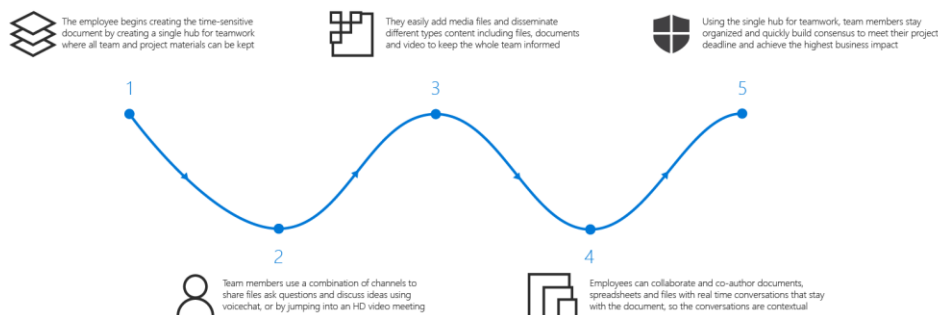
Collaborating on projects with various moving parts and team members needing to be caught up can be challenging to manage and can take extra time. This scenario offers a single hub where all folders, files, media and conversations can be kept for easy reference and collaboration

\*This scenario may appear differently in BVP

### Current Process



### Simplified Process



## PAIN POINTS

- Time wasted searching numerous apps and files
- Risk of redundancies and gaps due to disparate information sources
- Risk of missing deadlines due to inefficient collaboration
- Challenges communicating with remote colleagues, or colleagues in other time-zones

## SOLUTIONS

- Keep folders, files, media and conversations in an easily accessible location
- Real-time communication that stays with documents
- Use messaging, voice chat or HD video to communicate

## QUESTIONS FOR CUSTOMERS

- Do your teams struggle to access the information to get caught up on projects?
- How easily can you use the communication tool that's right for a given person at a given time?
- Do your teams struggle communicating with your remote workforce?

Can your teams easily conduct meetings as well as capture and access information from meetings?

# ONLINE MEETINGS

# TEAMWORK

Communicate with partners, colleagues, and customers around the world for scheduled or ad hoc calls and online meetings, with groups of all sizes

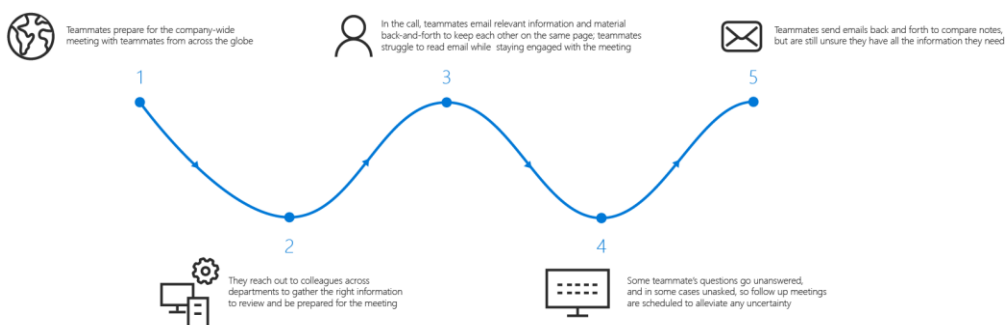
## Scenario Summary



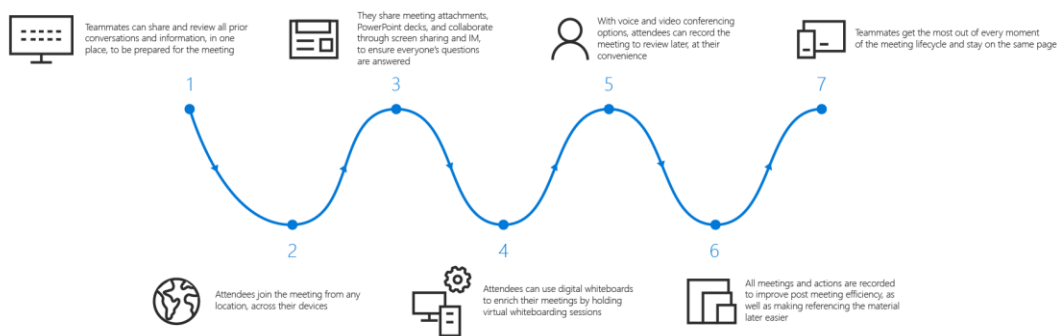
Meetings are messy – content management is challenging, and users have difficulty connecting. This scenario offers options for seamless connections and capturing all meeting-related content where it is easily accessible to attendees.

\*This scenario may appear differently in BVP

### Current Process



### Simplified Process



## PAIN POINTS

- Scheduling and joining meetings is hard
- Attendees email content back-and-forth [before, during and after]
- There is no simple way to access all information and ideas shared in a meeting

## SOLUTIONS

- Simple ways to connect to and within a meeting (screen sharing, IM, HD video, voice chat)
- Meetings can be recorded
- All recordings and associated, shared content stored in a single place

## QUESTIONS FOR CUSTOMERS

- Can your employees communicate easily across teams and offices?
- Does IT lose time and money managing aging PBX systems?
- Did you realize that you can get conferencing and voice with Microsoft 365?
- What are you paying now and when is the contract up for renewal?

Collaborate on documents to simplify and enhance team creativity in real-time or on your own time; securely store and seamlessly share files across organizational boundaries

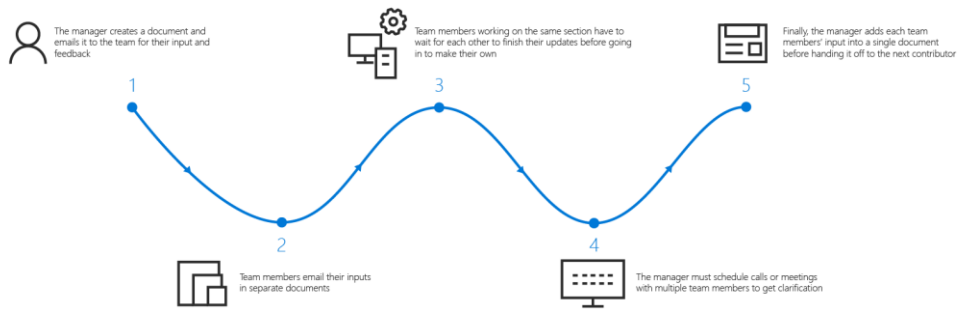
## Scenario Summary



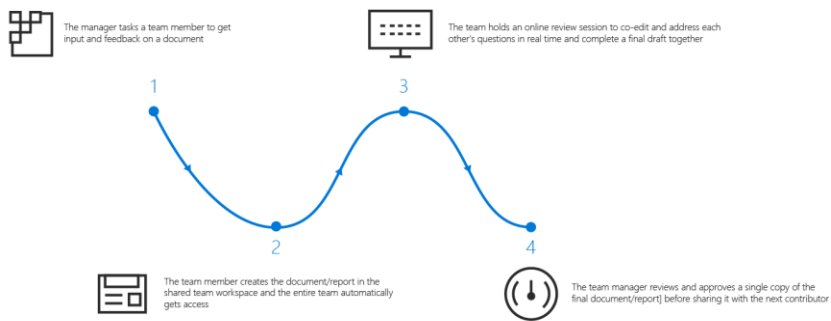
Collaboration requires endless emails, meetings and sometimes results in version control issues. This scenario offers options for collaborating in real-time or on individuals' own for better, faster access and decision making as well as more efficient collaboration.

\*This scenario may appear differently in BVP

### Current Process



### Simplified Process



## PAIN POINTS

- Takes time waiting for contributors
- Information is shared in multiple forms and messages, leaving more room for error
- Getting clarification can require additional time for meetings and calls

## SOLUTIONS

- Collaborate on the same document in real-time
- Leave comments and make edits on the same document
- Ensure all necessary information is included in the final document

## QUESTIONS FOR CUSTOMERS

- Are your employees able to easily collaborate whether in the office or remote?
- Do your employees ever miss information or objectives in finished documents?
- How much time does your management team spend organizing files, emails and other forms of communication when collaborating with colleagues?

## PROCESS WORKFLOWS

Empower users to transform business processes and increase efficiency

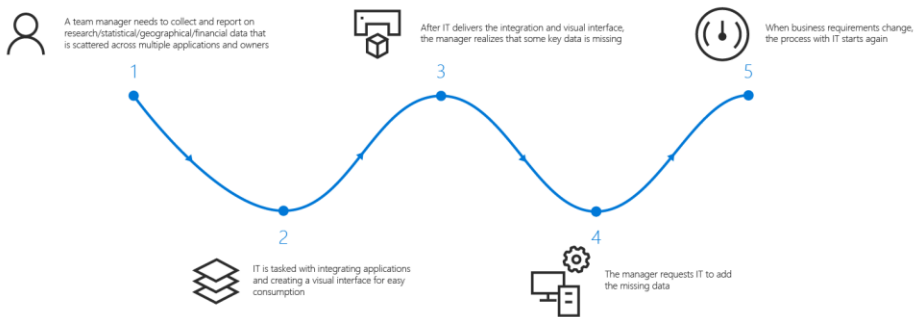
### Scenario Summary



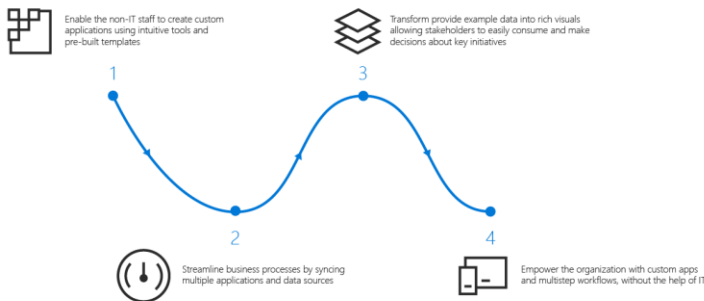
Organizations rely on IT to connect their apps, build dashboards etc. This scenario offers to offload the burden of IT and empower users to create their own apps and workflows – increasing efficiency, productivity and innovation.

\*This scenario may appear differently in BVP

### Current Process



### Simplified Process



## PAIN POINTS

- IT is overloaded and requests are often pushed back due to changing business priorities
- Users have to wait for IT to build connectivity between apps and as needs change it is difficult to keep apps connected

## SOLUTIONS

- End users can sync multiple applications and data sources
- They can connect, create and share apps with other users
- Save time with intuitive tools and pre-built templates

## QUESTIONS FOR CUSTOMERS

- Do your employees lose productivity waiting on queries?
- Does your IT team have the ability to focus on mission critical tasks while still servicing your larger employee base?