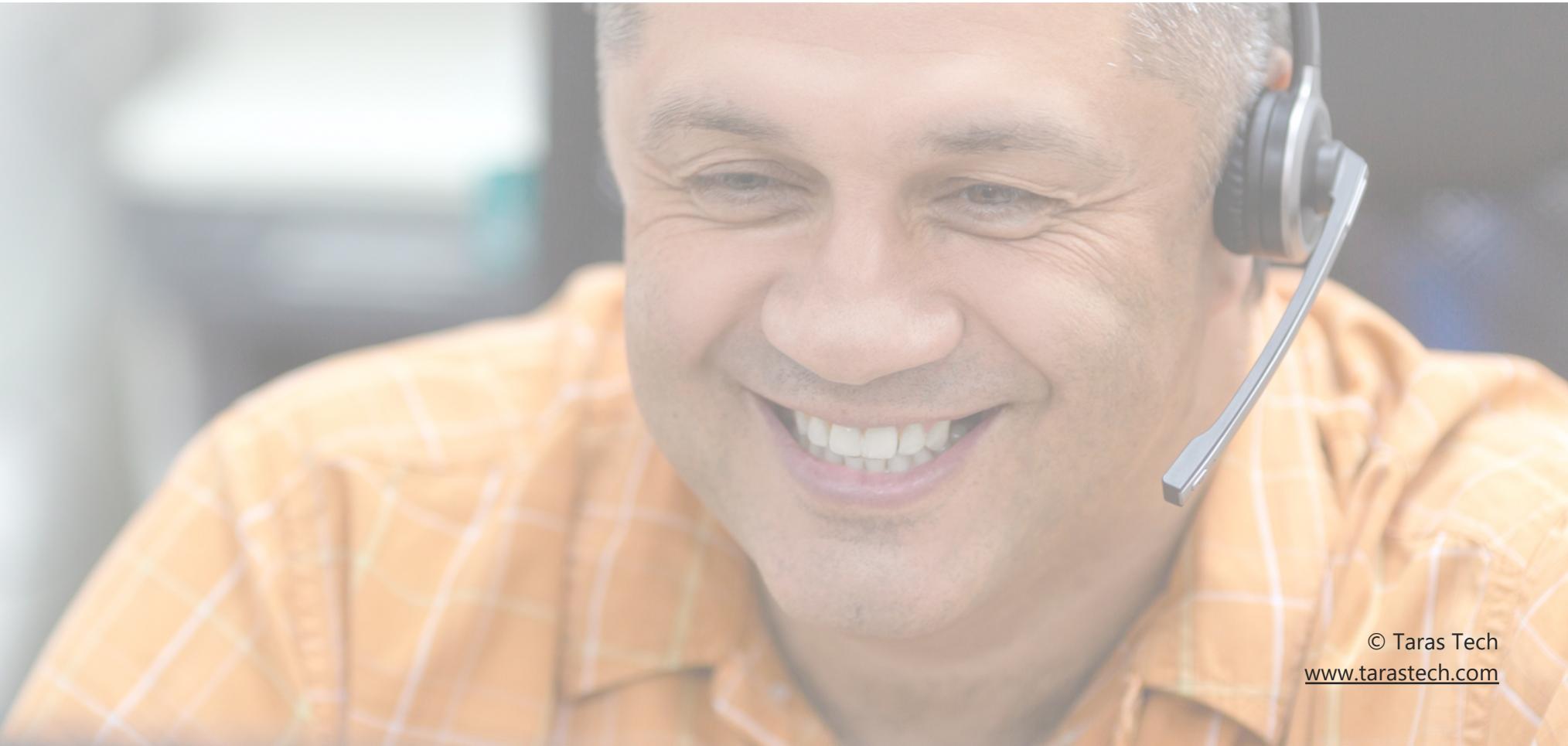




# Adopting Microsoft Teams for Collaboration: Assessment

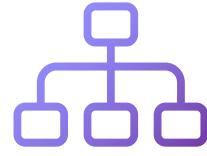
Optimize Your Collaboration Processes and Enhance Efficiency with Microsoft Teams



# Adopting Microsoft Teams for Collaboration: Assessment



## Main Focal Points



### Teams and SharePoint Structure

We design a customized structure for Microsoft Teams and SharePoint that aligns with your organization's specific needs. This structure facilitates efficient collaboration and data management, ensuring seamless integration and optimal usage of Microsoft 365 tools.



### Security Assessment

Our thorough security evaluation identifies potential vulnerabilities in your current Microsoft 365 setup. We provide recommendations to enhance security measures, protecting your sensitive information and ensuring compliance with industry standards.



### Project Plan

We create a detailed project plan tailored to your organization's requirements for migrating data to Microsoft Teams and SharePoint. This plan includes step-by-step guidelines to ensure a smooth transition with minimal disruption to your daily operations.



### End-User Training and Support

To ensure successful adoption, we offer comprehensive training sessions for your employees, equipping them with the skills needed to effectively use the new tools. Our ongoing support guarantees continuous improvement and adaptation to evolving business needs.

# Adopting Microsoft Teams for Collaboration: Assessment



## Project Execution Timeline - 4 Days Engagement

### Visioning & Initial Assessment

### Strategy Formulation

### Roadmap Development

Day 1	Day 2	Day 3	Day 4	Ongoing
<p><b>Activities</b></p> <ul style="list-style-type: none"><li>Introduction and goal setting</li><li>Analysis of the current Microsoft 365 and Teams configuration</li><li>Security assessment of accounts and data</li></ul> <p><b>Results</b></p> <ul style="list-style-type: none"><li>Clearly defined goals and expectations</li><li>Detailed analysis of the current system configuration</li><li>Initial assessment of security gaps and improvement opportunities</li></ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"><li>Development of an appropriate Teams and SharePoint structure</li><li>Discussion of functional requirements and use cases</li></ul> <p><b>Results</b></p> <ul style="list-style-type: none"><li>Draft of a customized Teams and SharePoint structure</li><li>Development of specific use cases and functional requirements</li></ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"><li>Refinement of the Teams and SharePoint structure</li><li>Detailed planning for data migration</li><li>Creation of a comprehensive roadmap for implementation</li></ul> <p><b>Results</b></p> <ul style="list-style-type: none"><li>Finalized Teams and SharePoint structure</li><li>Detailed project plan for data migration</li></ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"><li>Finalization of the project plan with the client</li><li>Planning of end-user training (optional)</li><li>Summary and next steps</li></ul> <p><b>Results</b></p> <ul style="list-style-type: none"><li>Finalized project plan for data migration and implementation</li><li>Detailed training plan (if desired)</li><li>Final documentation and next steps for implementation</li></ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"><li>Employee training</li><li>Execution of data migration</li><li>Continuous support and technical assistance</li><li>Monitoring and optimization of implemented solutions</li></ul> <p><b>Results</b></p> <ul style="list-style-type: none"><li>Trained employees capable of efficiently using new tools</li><li>Successful migration of data to Teams and SharePoint</li><li>Ongoing support to ensure system stability and user satisfaction</li><li>Adjustments and improvements based on user feedback and new requirements</li></ul>

Terms, conditions, pricing, and duration of the service depend on client maturity and individual business goals.





**Taras Tech is an innovative technology consulting firm dedicated to delivering cutting-edge solutions. With a strong focus on Microsoft technologies, we empower businesses to enhance efficiency and foster growth.**

#### Our Mission

To provide industry-leading technology solutions that help businesses transform their operations and achieve sustained growth.

#### Core Competencies

- Expertise in Microsoft Power Platform, including Power Apps, Power Automate, Dynamics 365 and SharePoint.
- Development of custom business applications tailored to specific industry needs.
- Comprehensive IT consulting and implementation services.

#### Our Approach

Combining deep technical knowledge with a strategic approach, we partner with clients to deliver solutions that are not only effective but also future-proof, ensuring long-term success.



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## Why Choose Us?



Award-winning team recognized for innovation and excellence in technology solutions.



Proven track record of successful deployments and satisfied clients. We speak English and German and operate worldwide.



Commitment to customer success and tailored service offerings.

