


COLLABORATION OVERVIEW


MICROSOFT TEAMS AND SHAREPOINT ONLINE


Gain peace of mind, knowing Microsoft Teams and SharePoint Online is providing your organisation with valuable, long-term benefits in collaboration and productivity.


Delivered by Lexel's team of collaboration and knowledge management experts, Lexel offers a range of engagements to ensure you are getting the most out of your Microsoft Teams and SharePoint Online solutions.


Adoption and Training


 **Governance.** Gain control of your Microsoft Teams environment with an online governance strategy (including security and compliance).


 **Adoption.** Deliver a great user experience and rapidly adopt Microsoft Teams through our customised training and adoption plans and AI based e-learning.

 **Champions.** Ensure Microsoft Teams is a success with an internal champions network. Lexel's experts will guide you every step of the way.


 **Change management.** Lexel's user-centric, custom change management is based on APMG (Association of Project Managers Group) methodology.

 **SharePoint Online.** Deploy a digital communication and collaboration portal where you can share news, be social and find company information easily.

 **Training.** Lexel's range of training solutions are customisable to suit your organisation's needs.


 **Learning Pathways.** A custom, branded, training portal designed to increase usage and adoption of Microsoft Office 365 services within your organisation.

Productivity

 **Productivity assessment.** Measure the pulse of your Microsoft Teams and SharePoint Online environment across four primary areas:


1. Productivity, adoption and usage.
2. Security & information protection.
3. Governance and compliance.
4. Structure and information architecture.


The productivity assessment includes a formal action plan (outlined as follows).


 **Action plan.** An output of the above productivity assessment (outlined above), receive a detailed report with expert insights and recommendations based on Microsoft best-practices and the Microsoft Office 365 roadmap.


Includes a plan outlining quick wins and longer-term recommendations to help you drive value and adoption from your environment.

Document Management

 **Microsoft Teams & SharePoint Online.** Lexel will work with you on a provisioning approach based on your required business goals, and your budget requirements.

 **Content and file migration.** Migrate content and files into Microsoft Teams and SharePoint Online using a proven, simple and clear methodology.

 **Document management.** Build a central repository for standards, policies, procedures, templates, document lifecycles, audit histories and workflows.

 **Custom forms.** Automate time-consuming and manual forms with workflows integrated into Microsoft SharePoint Online, Microsoft Teams and PowerApps.