



**Microsoft Teams Adoption Plan**

| PHASE        | ACTION  | START DATE | END DATE | STATUS | ASSIGNED TO |
|--------------|---|------------|----------|--------|-------------|
| Align & Plan | Identify Project Sponsors & Project Team (IT, Training, Communications, Business) |            |          |        |             |
| Align & Plan | Project Kick  |            |          |        |             |
| Align & Plan | Identify and Recruit Microsoft 365/Teams Champions                                |            |          |        |             |
| Align & Plan | Set Up Regular Project Meetings   |            |          |        |             |
| Align & Plan | Survey Users to Understand Pain Points and Use Cases                              |            |          |        |             |
| Align & Plan | Conduct Governance Assessment   |            |          |        |             |
| Align & Plan | Implement Governance Recommendations  |            |          |        |             |
| Align & Plan | Set Up Microsoft 365/Teams Adoption Site in SharePoint                            |            |          |        |             |
| Align & Plan | Set Up Microsoft Usage Analytics to Measure Adoption                              |            |          |        |             |
| Align & Plan | Document Communication Plan   |            |          |        |             |
| Align & Plan | Document Training Plan and Course Outline   |            |          |        |             |
| Align & Plan | Champions Training Workshop/Onboarding  |            |          |        |             |

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|----------------------------|--|--|--|--|--|
| Align & Plan               | Set Up Coaching Session with Early Adopters to Identify Quick Wins               |  |  |  |  |
| Align & Plan               | Measure Adoption Baseline  |  |  |  |  |
| Launch, Communicate, Train | Deliver Train the Trainer  |  |  |  |  |
| Launch, Communicate, Train | Execute Communication Plan (Sponsor Communication, Tips, & Training)             |  |  |  |  |
| Launch, Communicate, Train | Finalize Performance Support Materials (How to Guides, FAQs, etc) and Upload to  |  |  |  |  |
| Launch, Communicate, Train | (Optional Activity) Assign Online Training Courses to Employees                  |  |  |  |  |
| Launch, Communicate, Train | Online Webinar: Getting to Know Microsoft Teams                                  |  |  |  |  |
| Launch, Communicate, Train | Online Webinar: Effective Virtual Meetings with Microsoft Teams                  |  |  |  |  |
| Launch, Communicate, Train | Online Webinars: Centralize Files and Collaborate Effectively in Microsoft Teams |  |  |  |  |
| Launch, Communicate, Train | Host Regular Champions Meetings  |  |  |  |  |
| Launch, Communicate, Train | Group Coaching Session: HR   |  |  |  |  |
| Launch, Communicate, Train | Group Coaching Session: Operations   |  |  |  |  |
| Launch, Communicate, Train | Group Coaching Session: PMO  |  |  |  |  |
| Launch, Communicate, Train | Group Training: Legal, Finance, etc.   |  |  |  |  |
| Scale & Measure            | Measure User Adoption & Compile Insights   |  |  |  |  |
| Scale & Measure            | Re-Train Users   |  |  |  |  |

|                 |   |  |  |  |  |
|-----------------|---|--|--|--|--|
| Scale & Measure | Document Success from Group Meetings                      |  |  |  |  |
| Scale & Measure | Prepare New Employee Onboarding Training Package          |  |  |  |  |
| Scale & Measure | Document Roadmap for Microsoft 365 Rollout and Next Steps |  |  |  |  |
| Scale & Measure | Closure Report  |  |  |  |  |

### TALK TO MICROSOFT TEAMS ADOPTION EXPERTS

If you feel you need additional assistance to drive Teams adoption within your organization, you can [schedule a free consultation call](#) with Change Champions. We'll discuss some of the unique challenges of your organization and explore some options for how to best move forward.