

## Business Productivity Roadmap

For more information, send an email to [engagedworkplace@realdolmen.com](mailto:engagedworkplace@realdolmen.com)

We will put you in touch with our Business Productivity specialists.

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# BUSINESS PRODUCTIVITY ROADMAP

The latest generation of employees comes with a different attitude to work and communication styles, technology tools and work-life balance. They have grown up with the consumerization of IT. Mobile productivity and real-time contact with colleagues and customers are self-evident for them. Is your organization ready for tomorrow's workplace? What do end users need in the areas of collaboration and communication, and how can IT provide solutions for these? Realdolmen's Business Productivity roadmap can give you the answer.

“Start with the customer experience and work back towards the technology.”

Steve Jobs 1955-2011

## CHALLENGE

By 2020, 50% of all employees will be millennials, the generation for whom mobile working is the norm. Social interaction, working on the move, fuzzy boundaries between work and private life will be normal and everyday for them. The generation gap with the other 50% of employees will keep growing over the next few years. Organizations and their IT departments therefore need to start today on preparing tomorrow's workplace where structured and simple collaboration is of primary importance, all systems are connected to each other, and access to systems by employees is a given anywhere and anytime.

## OUR APPROACH

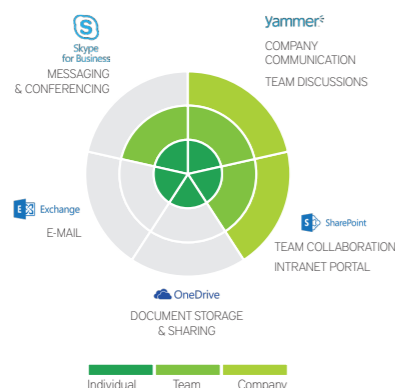
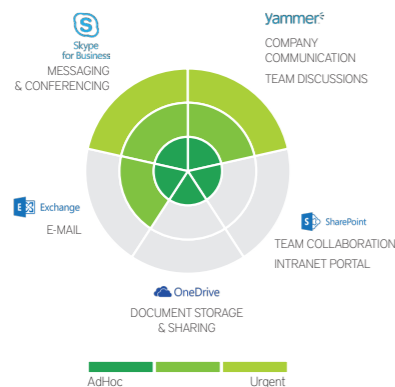
A simple, technical response to handle these trends is not always available. Improving **Business Productivity** often demands a change in the company culture, the corporate vision and existing work procedures. Business commitment is also of huge importance from an early stage: your own employees know best where the blockages and vulnerabilities are located.

Using a Business Productivity Roadmap, we, together with your core users, jointly investigate where the real vulnerabilities are in the areas of collaboration and communication. We then define the priorities and create a project plan in close consultation. The focus here is on the so-called «low-hanging fruit»: quick gains in business productivity with low technical complexity. You get a clear view of how the Microsoft Business Productivity tools can offer a real solution for your collaboration and communication challenges.

The added value of the following technologies for your organization are reviewed in detail:

- **SharePoint** as a tool for efficient collaboration;
- **Skype for Business** as a unified communications platform;
- **Yammer Enterprise** as an enterprise social solution;
- **Outlook and Exchange** for efficient email communication;
- **OneDrive for Business** to store and share documents.

With our **workshops** you will get a general overview of what the different Microsoft Business Productivity tools are capable of. We look for the weak spots in your current work methods, and users are encouraged in a structured way to work together to seek solutions across departmental boundaries.



# What does Realdolmen offer you? BUSINESS PRODUCTIVITY ROADMAP

The Business Productivity Roadmap consists of the following steps:

### Kick-off meeting

A **kick-off** meeting where you decide on how our consultants can effectively cooperate with your organization. Here is where we also discuss the focus of the roadmap.

### Discovery session

In the **Discovery** session project members or key people learn about the potential of SharePoint, Skype for Business, OneDrive and Yammer Enterprise. We show you the various out-of-the-box functions of the collaboration platform.

### Business requirements workshop

Depending on your needs we can organize a number of **Business requirements workshops**. During these workshops we can discuss various subjects with the departments involved. The default subjects are:

- **Improving internal communication.** How can you communicate more efficiently both inside and beyond your organization, and share relevant knowledge on specific subjects or projects?
- **Working together more efficiently.** How can you share documents with each other and with partners? What are the best tools to use for this? What are the expectations within your organization about efficient collaboration?
- **Searching and securing.** What information do you need to find quickly, and what is public/confidential?
- **Social computing.** How can social features (Yammer, SharePoint social) and MySites offer added value within the organization, and how can they be implemented in a focused way?

## BUSINESS PRODUCTIVITY ROADMAP - OPTIONS

If you would like to discuss other subjects during the **Business requirements workshops**, then we can plan in some extra workshops for those topics. You can choose from the following subjects:

- **User adoption.** We jointly research the users and methods required to get the maximum return on an investment in Office 365 and/or SharePoint.
- **Governance Plan.** In this session we discuss the responsibilities of the platform, we identify the owners and discuss guidelines and procedures.
- **Integration options.** Together with you we look for some extra options for integration between SharePoint (Online) and other systems or applications.
- **Workflows and electronic forms.** We look at whether it is possible to automate some business processes (simple or complex) and approval flows, such as absence requests and travel expenses.

### Architectural analysis

In an **architecture** session, our infrastructure expert reviews with your IT department how the new tools fit in the existing architecture.

### Project Roadmap

Validating the roadmap.

As a result of the reviews and the workshops you will receive a roadmap document. This roadmap provides you with some insights and practical plans, both in terms of resources and in terms of budget.

Price: on request