Microsoft Teams

Adoption Quick Start Checklist

Start Using Teams

Use Teams More

Everyone uses Teams

Get Started Driving Adoption of Microsoft Teams

- ❑ Adoption Pre-requisites

Phase 1 - Start

- ❑ Understand Teams and Channels
- ❑ Your First Teams
- ❑ Are you Ready for Teams?
- ❑ Meet with stakeholders
- ❑ Identify Early Adopters

Phase 2: Experiment

- ❑ Create your Champions Program
- ❑ Governance Quick Start
- ❑ Define the Usage Scenarios
- ❑ Interview Business Stakeholders
- ❑ Map & Prioritize Business Scenario
- ❑ Onboard Early Adopters and Gather Feedback
- ❑ Onboard Support

Phase 3 – Scale

- ❑ Define outcomes and success measures
- ❑ Select a Service Enablement Strategy
- ❑ Engage Stakeholders
- ❑ Expanding your Implementation Team
- ❑ Expand your Governance & Information Management policies
- ❑ Optimize Feedback and Reporting
- ❑ Drive awareness and implementing training
- ❑ Schedule service reviews