

Microsoft Viva (Employee Experience)

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Employee Experience featuring Microsoft Viva

Microsoft Viva is an employee experience platform that brings together communications, knowledge, learning, resources, and insights. Powered by Microsoft 365 and experienced primarily through Microsoft Teams, Microsoft Viva fosters a culture where people and teams are empowered to be their best from anywhere. This includes:

- Connection featuring Viva Connections and Viva Engage
- Insight featuring Viva Insights.
- Growth featuring Viva Topics and Learning.
- Purpose featuring Viva Goals.

FastTrack provides remote guidance for:

- Confirming which apps and features within Microsoft Viva are needed to support your business objectives.
- Assessing your source environment and scenario requirements.
- Configuring the Microsoft Viva apps you intend to deploy using the Employee Experience Advanced Setup Guide. =.

Source environment expectations

Microsoft Viva is built on top of the Microsoft 365 suite you currently use. Core deployments should include Office 365, Teams, modern SharePoint, and Viva Engage. Additional scenario configuration details are listed for each respective service in the following Microsoft Viva sections.

The products covered here include:

- [Viva Connections](#)
- [Viva Engage](#)
- [Viva Insights](#)
- [Viva Topics](#)
- [Viva Learning](#)
- [Viva Goals](#)

Microsoft advanced deployment guides

Microsoft provides customers with technology and guidance to assist with deploying your Microsoft 365, Microsoft Viva, and security services. We encourage our customers to start their deployment journey with [these](#) offerings.

For non-IT admins, see [Deploy employee experience with Microsoft Viva](#) .

Viva Connections

Viva Connections encourages meaningful connections while fostering a culture of inclusion and aligning the entire organization around your vision, mission, and strategic priorities.

FastTrack provides remote guidance for:

- Assigning licenses and roles.
- Creating Viva Connections experiences (with or without a home site).
- Setting up the default experience.
- Enabling Viva Connections dashboard, feed, and resources (including webparts).
- Enabling global navigation in SharePoint Online.
- Creating out-of-box adaptive cards for the dashboard.
- Setting up a SharePoint Online news framework (including the news webpart).
- Setting audience targeting and Viva Connections access permissions.
- Enabling, installing, and pinning the Viva Connections Teams app.

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Viva Engage (formerly Yammer Enterprise)

Viva Engage delivers high-value experiences including community building, leadership engagement, knowledge sharing, and self-expression.

- FastTrack provides remote guidance for:

- Assigning licenses and roles.
- Enabling native mode.
- Configuring Viva Engage admin settings.
- Creating and managing Viva Engage communities.
- Enabling external collaboration.
- Enabling live events, storylines, and stories.
- Enabling leadership corner, campaigns, ask me anything (AMAs) and Viva Answers.
- Enabling, installing, and pinning the Viva Engage Teams app.

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Viva Insights

Viva Insights helps individuals, managers, and business leaders gain personalized insights and actionable recommendations.

FastTrack provides remote guidance for:

- Assigning licenses and roles.
- [Configuring personal insights features](#).
- Configuring the Viva Insights admin portal.
- Providing an overview and demonstration of the Viva Insights platform.
- Uploading the organizational data file.
- [Enabling the Microsoft Power BI templates](#) in the Viva Insights portal.
- Creating of queries in Viva Insights portal.
- Enabling, installing, and pinning the Viva Insights Teams app.

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Viva Topics

Viva Topics empowers employees to find answers and experts and connect with others in their department and beyond.

FastTrack provides remote guidance for:

- Assigning licenses and roles.
- Enabling and configuring Viva Topics in the admin center.
- Creating and configure the Viva Topics center.
- Managing topics in the Viva Topics center.
- Enabling security and privacy topics.
- Creating topics from the SharePoint Online taxonomy.
- Demonstration of the user experience.
- Enabling, installing, and pinning the Viva Topics Teams app.

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Viva Learning

Viva Learning enables employees to discover, share, and track learning from various content sources. It enables business leaders to drive a culture of learning through empowered time management and coaching.

FastTrack provides remote guidance for:

- Assigning licenses and roles.
- Configuring Viva Learning admin settings.
- Enabling SharePoint Online integration.
- Enabling supported [third-party learning management systems](#) (LMSs) or [content providers](#).

- Enabling learning paths and learning academies.
- Enabling, installing, and pinning the Viva Learning Teams app.

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Viva Goals

Viva Goals immerses everyone in the company's purpose and top priorities with a goal alignment solution that creates a culture of engaged employees achieving results.

FastTrack provides remote guidance for:

- Assigning licenses and roles.
- Configuring organization creation rules.
- Configuring admin settings.
- Enabling Viva Goals integrations.
- Enabling, installing, and pinning the Viva Goals Teams app.

FastTrack can also help connect customers to a Viva Goals subject matter expert (SME) during a deployment to assist with objective and key result (OKR) creation, rollout strategy, adoption, and training.

Out of scope

- Creating custom solutions for specific business needs.
- Development or writing custom code.
- Data migrations from third-party sources to Viva.
- Analyzing or interpreting data generated by the Viva apps.
- Writing and entering customer-specific OKRs.
- Creation of adoption and change management deliverables.
- Conducting project management for deployment.
- Training of end users.

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