



# Quick Start: Office 365 Governance

REDLEVELGROUP.COM

## You made the smart decision to move to Office 365.

How do you ensure your organization uses all of the tools to their fullest capabilities? Don't worry! Learning new technology can be pretty tough. Understanding and using it to fundamentally change the way your organization works? That's a real challenge. The good news is you're in a great position to take advantage of your existing investments.

The **Quick Start: Office 365 Governance** offers a framework for incremental and consistent advancement aligned with your business priorities. This day and a half workshop is designed specifically for organizations that understand what's possible with Office 365 but want to ensure proper organizational roll out and adoption. The engagement consists of the following three pillars:

» **Understand**

Understand the breadth of your current Office 365 investments. What tools you have at your disposal.

» **Unpack**

Dive into what governance of your Office 365 environment could look like. Get introduced to the questions that need to be answered to build a governance strategy that will meet your organization's needs.

» **Review**

In the half days session we'll meet with you to finalize your personalized governance plan and roadmap report to help ensure ROI from your Office 365 investment.

**DETROIT**

40200 Grand River Ave.  
Suite 200  
Novi, MI 48375

248-412-8200

**GRAND RAPIDS**

15 Ionia Ave. SW  
Suite 270  
Grand Rapids, MI 49503

616-776-1600



## I'm ready to Quick Start Governance, but...

### What will we gain?

- » An understanding of how your organization works today and how that can be applied to Office 365 tools.
- » An understanding of all of the tools included in your Office 365 subscription.
- » The best use of each of the tools in your Office 365 subscription.
- » How your organization can best utilize each of the tools in your Office 365 subscription.
- » Identification of opportunities that increase user adoption of your existing Office 365 investments.
- » Identification of potential gaps between your business priorities and your governance strategy.
- » Guided review of your personalized findings and roadmap report.

### How will it work?

1. 2 In-Person Half-Day Roadmap Definition Workshops
2. In-Person Half-Day Roadmap Review Workshop
3. Personalized Findings & Roadmap Report arise

## Where do I start?

Contact your Red Level Account Manager or reach out to us by phone - **248-412-8200** or by email - [info@redlevelgroup.com](mailto:info@redlevelgroup.com)

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<b>Focused teamwork</b>	<b>Community and discovery</b>	<b>Targeted and direct</b>
Work with people regularly on projects: <ul style="list-style-type: none"> <li>• Quickly iterate.</li> <li>• Work on files.</li> <li>• Collaborate.</li> </ul>	Connect across the organization: <ul style="list-style-type: none"> <li>• Create a community.</li> <li>• Crowdsource ideas.</li> <li>• Have conversations.</li> </ul>	Share with specific people: <ul style="list-style-type: none"> <li>• Share with a group.</li> <li>• Create a group inbox.</li> <li>• Send messages.</li> </ul>
Private group — small to medium team or org	Public group — community or large org	Private or directed audience — tracked communications, offline teamwork
SharePoint team site for files, news, pages, sites, and portals.		