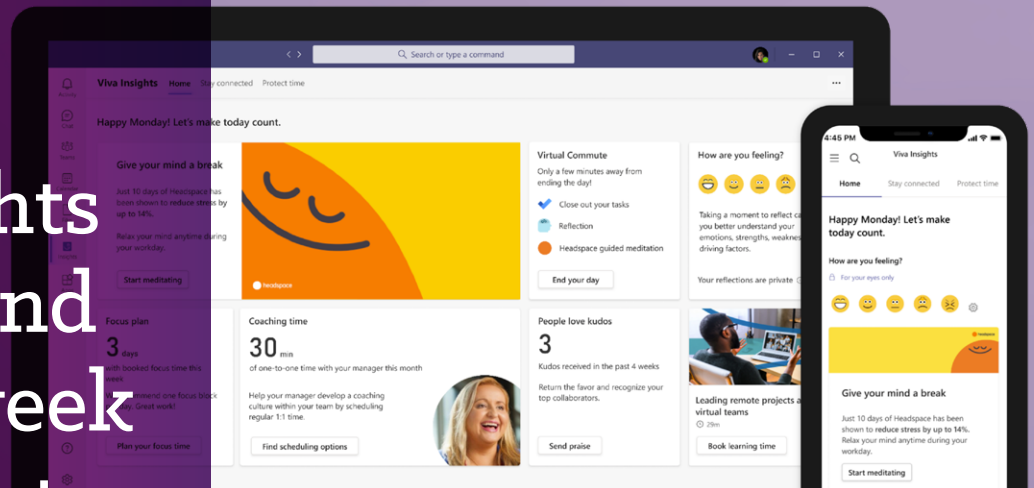


# Viva Insights Discover and Assess 4 week engagement



## High level work plan:

- **WEEK 1:**
  - » Kickoff, stakeholder identification, initial sign-offs
  - » Onboarding and initial account and technology setup
  - » Communications and scheduling the engagement
- **WEEK 2:**
  - » Mailbox data processing
  - » Executive interviews
  - » Viva Insights training for stakeholders
- **WEEK 3:**
  - » Data analysis and review
- **WEEK 4:**
  - » Confirm current state areas of strength and opportunities for improvement
  - » Prioritise improvement actions
  - » Define roadmap and next steps
  - » Present key findings and recommendations report

Terms, conditions, and pricing are custom to each engagement.

Insight will reveal how your staff are using digital tools and provide an action plan for improving staff productivity and wellbeing with Viva Insights, Microsoft 365's tool for generating anonymised employee experience insights and recommendations based on usage analytics.

## Description:

Microsoft Viva Insights gives your organisation a way to measure and holistically assess the day-to-day actions of your end users in Microsoft 365, in a secure, privacy-protected manner. Insight is the partner you need to help you navigate the Viva Insights platform and drive business results with your Microsoft 365 environment.

Insight's Discover and Assess engagement is a low risk and high value approach for starting your Viva Insights journey. Our team will train your key stakeholders in Viva Insights essentials, help you configure the platform, and collaborate with your team to leverage the features of Viva Insights to gather actionable insights for improved business outcomes with Microsoft 365.

The assessment provides:

- Discovery of your organization's collaboration patterns within Microsoft 365
- Insights on meeting culture, remote work habits, and employee engagement
- Identification of biggest areas of opportunity with an actionable plan for addressing them
- Microsoft Viva Insights essentials training
- A report of key findings and recommendations from across the engagement