

Teams Relaunch Project Plan

Week 1: Discovery Phase Kickoff

Tasks:

- Initiate the project by scheduling a stakeholder meeting.
- Conduct interviews with key stakeholders to understand business goals, pain points, and current challenges.
- Perform an in-depth assessment of the current Teams environment to identify areas for improvement and AI-readiness.

Week 2: Current Usage Analysis

Tasks:

- Analyze current usage patterns in Microsoft Teams and SharePoint.
- Identify gaps in user adoption and areas where productivity can be improved.
- Gather data on workflows, document management, and collaboration issues.

Week 3: Custom Solution Design

Tasks:

- Develop a tailored Teams relaunch plan based on the discovery and analysis phases.
- Outline necessary customizations and configurations to meet business-specific needs.
- Start drafting a roadmap with clear milestones and timelines.

Week 4: Roadmap Finalization & Resource Allocation

Tasks:

- Finalize the step-by-step roadmap, setting realistic timelines for implementation.
- Allocate resources, including team members and technical experts, for the upcoming phases.
- Secure stakeholder approval for the project plan.

Week 5: Initial Teams Environment Configuration

Tasks:

- Begin configuring the Teams environment based on the approved design.
- Set up role-based access, security policies, and compliance checks within the Microsoft 365 platform.
- Conduct preliminary testing of the new configurations.

Week 6: Customizations & AI-Readiness Integration

Tasks:

- Implement custom solutions and integrate AI-related features, ensuring the environment is AI-ready.
- Migrate any necessary data or workflows into the optimized Teams and SharePoint environment.
- Begin testing for security, functionality, and user experience.

Week 7: User Training Development

Tasks:

- Create comprehensive user training materials for Teams and SharePoint.
- Design role-specific training sessions to cover new features, security measures, and AI functionalities.
- Schedule training sessions for key user groups.

Week 8: User Training Execution

Tasks:

- Deliver training to end users, covering new features, optimized workflows, and AI tools.
- Gather feedback from training participants to identify areas where additional support may be needed.
- Ensure users understand governance and security policies.

Week 9: Go-Live Preparation

Tasks:

- Perform final testing of the Teams environment to ensure everything is working as expected.
- Address any last-minute issues or concerns that arise from training or testing.
- Finalize the go-live checklist and ensure minimal disruption during the transition.

Week 10: Go-Live

Tasks:

- Transition the organization to the newly optimized Teams environment.
- Provide immediate post-launch support to address any technical issues or user concerns.
- Monitor system performance and adoption metrics during the initial days of usage.

Week 11: Post-Go-Live Support

Tasks:

- Offer continuous support to users, troubleshooting any technical issues and providing additional training if necessary.
- Collect feedback from users and stakeholders on the relaunch.
- Make iterative adjustments to the Teams environment based on the feedback.

Week 12: Project Wrap-Up & Handoff

Tasks:

- Conduct a final review meeting with stakeholders to present the outcomes and metrics of success.
- Handoff all documentation, including governance guidelines, user training materials, and customization details.
- Plan ongoing support and system monitoring to ensure long-term success.

High Level Project Plan

Week 1: Kick off the project with stakeholder meetings and conduct a detailed assessment of the current Teams environment.

Week 2: Analyze current Teams usage patterns to identify gaps in adoption and areas for improvement.

Week 3: Design a customized Teams relaunch plan that meets the organization's business needs.

Week 4: Finalize the project roadmap and allocate necessary resources for implementation.

Week 5: Begin configuring the Teams environment, including security policies and access controls.

Week 6: Implement customizations and ensure AI readiness by integrating necessary features and workflows.

Week 7: Develop user training materials focused on the new Teams features and governance policies.

Week 8: Execute user training sessions to ensure full understanding of the optimized Teams environment.

Week 9: Prepare for the go-live by conducting final testing and addressing any last-minute concerns.

Week 10: Launch the optimized Teams environment and provide immediate post-launch support.

Week 11: Offer ongoing support and make adjustments based on user feedback and system performance.

Week 12: Conduct a final project review, hand off documentation, and plan for long-term support.