Softchoice
Discovery Series

Unleash the
Power of
Office 365

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SELF-ASSESSMENT WORKBOOK

The successful adoption of new business productivity tools means thinking through a number of important considerations. As we go through today's presentation, we'll pause to take a few moments at key intervals so that you can rate your organization based on best practices that underscore a successful business productivity initiative.

SECTION 1: Alignment with the business

Rate your organization from 1 to 9 for each of the 3 questions below.

Question	1	2	3	4	5	6	7	8	9	Score
Where are you at with discussing your business productivity strategy as an organization?	We have not discussed what our strategy looks like or have any ideas about how to get started.			We have talked about some aspects of our strategy and have tested some options but with no real end goal in mind.			We have already decided on where we want to be with our business productivity improvements in the next 1 to 3 years with specific budgets and milestones.			
How well aligned are IT and the business when it comes to your organization's business productivity initiatives?	The priorities of our business productivity initiative have been decided on solely by IT.			IT and the business are working together through stakeholder interviews and joint meetings to understand the priorities for our organization's productivity initiative.			IT partners with the business to fully understand the overall needs and business priorities to ensure the technology solution will enable business goals.			
How well do you know who all your stakeholders are that will measure success?	A few stakeholders are known. In most cases, it's assumed they are the business and IT leaders.			The different lines of business have been consulted to identify who some of the stakeholders might be.			There is a partnership with the business to truly understand who all of the stakeholder groups are in the organization and what success will mean to each of them.			
							Total Your Score:			

SECTION 2: Adoption planning
Rate your organization from 1 to 9 for each of the 3 questions below.

Question	1	2	3	4	5	6	7	8	9	Score
How well positioned is the executive team to help drive rapid adoption of Office 365 by your end users?	Our executives are aware of the project but we haven't developed a plan for ways they can help.			We've made suggestions for how they can help and discussed it with them but there is no formal plan.			We have an agreed upon plan which has been discussed with the executive team and they are enthusiastic about helping drive adoption.			
How well defined and measureable is your organization's view of success?	We're basing our success on traditional IT project measurements such as budget and time.			We have some defined usage metrics in place and will keep an eye on how things go.			We have Key Performance Indicators (KPIs) set and are measuring the success of the project against them, adjusting our methods as needed to insure the success criteria are met at each stage.			
After the initial rollout and training, are there programs in place to reinforce use?	Our IT organization typically does training, following a deployment but not much else.			IT has looked at how people will be using the tools and will deliver ongoing feature and functionality training based on this understanding.			There is an understanding that our overall success will depend on how people engage and adopt the tool. Specific usage and adoption training has been planned by functional areas within the business.			
							Total Your Score:			

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SECTION 3: Confident execution of a unified architecture
Rate your organization from 1 to 9 for each of the 3 questions below.

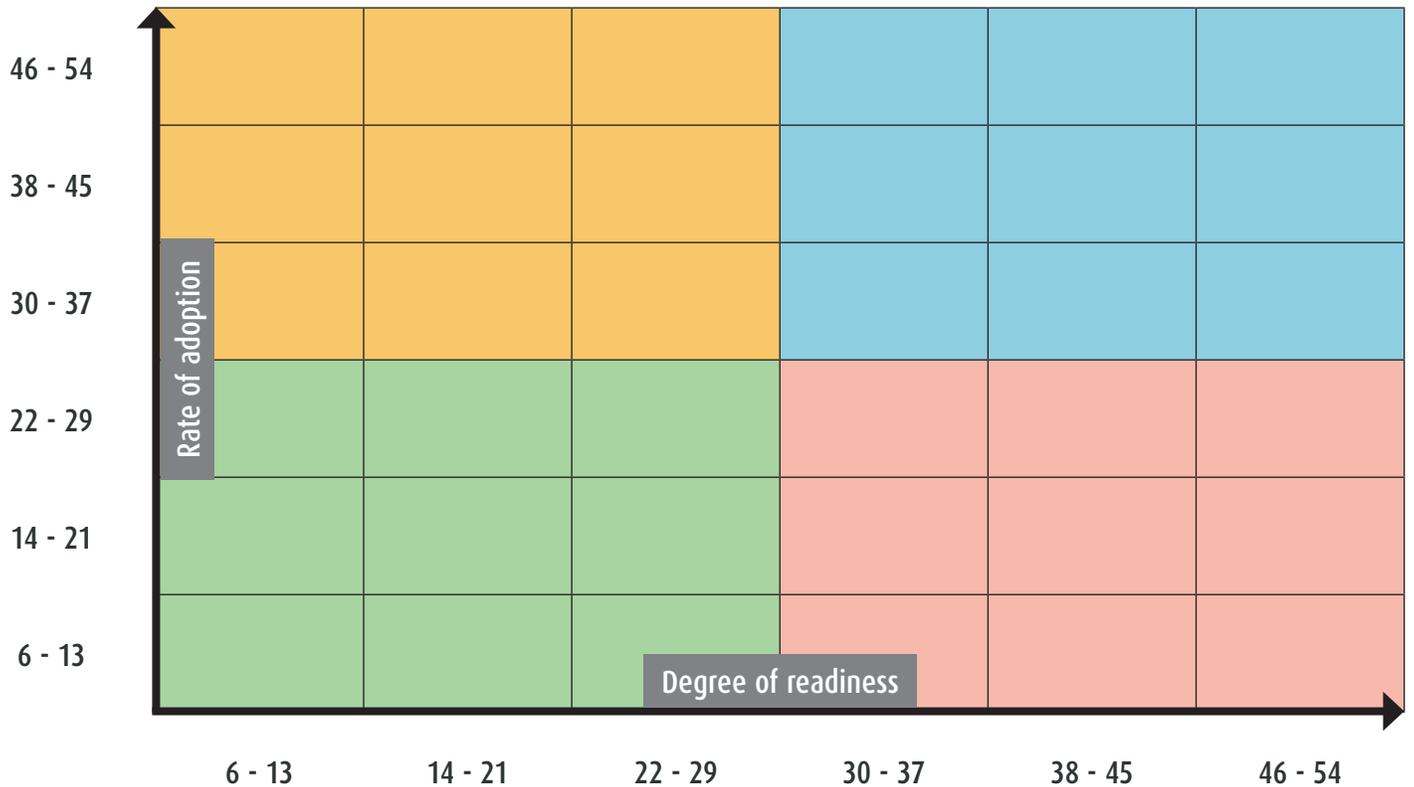| Question	1	2	3	4	5	6	7	8	9	Score
How ready is your organization to safely migrate to an Office 365 environment?	We don't understand the differences, challenges and pitfalls of a cloud or hybrid Office 365 environment.			We have played with Office 365 and have set up a tenant environment for some of our people to use but we're not sure if we're applying best practices.			We have set up our Office 365 tenant environment to support our overall business productivity strategy and feel confident in our configuration and migration plans.			
How confident are you in your IT staff's ability to support the journey to Office 365?	We do not have the skills or systems to support Office 365 and don't understand the differences between business productivity tools in the cloud and what we have today on premise.			We have monitoring tools and practices in place to support our current infrastructure but we are not sure if it applies to Office 365.			We have strong skills, good support processes and advanced systems to help us manage in the cloud.			
How certain are you that IT will be able to show true ROI from the investment in Office 365?	We are pretty good at knowing if the technology we roll out is working. ROI is not something we worry about.			We have some idea of how things are going today and have selected a few areas to monitor and gather feedback from after each workload deployment.			We have a true understanding of what things are costing us today so that we can measure change 3-9 months after each workload deployment. We have articulated the top 3 areas in which our Office 365 investment will bring us the greatest returns before we started.			
							Total Your Score:			

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PLOT YOUR SCORE ON THE MATRIX

1) Add your scores from sections **1** & **3** together: _____

2) Double your score from section **2**: _____

Plot the first number along the degree of readiness line and the second along the rate of adoption line to find in which quadrant your organization falls.

Rate of adoption	6 - 13	14 - 21	22 - 29	30 - 37	38 - 45	46 - 54
46 - 54						
38 - 45						
30 - 37						
22 - 29						
14 - 21						
6 - 13						

Degree of readiness

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STRENGTHS AND OPPORTUNITIES

GUNG-HO

Strength
Speed and agility

Opportunities
Set metrics for measuring success
Ensure network readiness

LEADER

Strength
Well balanced

Opportunities
Partner for continuous improvement
Invest in tools to gain additional insight

HESITANT

Strength
Positioned for strong execution

Opportunities
Get started with a value discovery workshop or
business productivity assessment

CAUTIOUS

Strength
Minimized risk

Opportunities
Develop a roadmap for adopting Office 365

NEXT STEPS

HESITANT	• Value Discovery Workshop • Business Productivity Assessment	→
CAUTIOUS	• Office 365 Accelerator • Adoption Services	→
GUNG-HO	• Customized Consulting • Network Readiness Assessment	→
LEADER	• Keystone Managed Services • Cloud Services Dashboard	→