



# Digital Advisory for O365

## Digital Advisory strategy

handles the specific requirements of the organization regarding digitizing the workplace, to say which tool to use for which purposes, in the context of business process standardization, for better collaboration and more efficient content and information management. In addition to selecting relevant tools, the focus of the Digital Advisory approach is on raising employee's awareness about the value of the digital workplace and on continuing employee education about new tools, and its operational business use.

### Content and process analysis

- business content, topics and procedures which make an integral part of the organization's business
- requirements of employees in daily work with documents, information and colleagues
- standardization of communication network of teams / business units and internal processes in collaboration

### Defining participants, key roles and responsibilities

- employees as carriers of business content and communication
- process owners in the role of key stakeholders
- management as a sponsorship of the digitization initiative

### Choosing the right technology

- use of Office 365 tools to meet specific business needs for content management, processes, organizational communication, and collaboration within teams
- technical enablement of Office 365 services, and customization (if needed)
- preparation of relevant initial content for new tool

### Designing a continuous strategy

- Office 365 services implementation roadmap
- education and promotion activities of new tools and practices
- managing the implementation of the initiative
- managing organizational culture

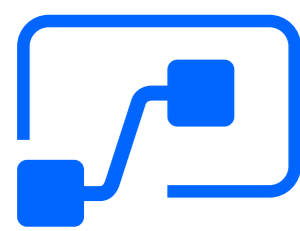
## Examples of O365 usage scenarios



Digital Workplace Intranet solution with integrated ChatBot



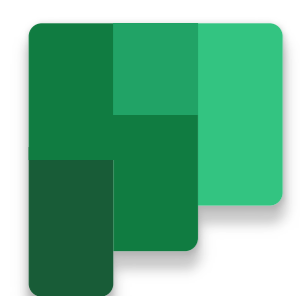
Virtual teams



Automated processes (eg approval of costs, records of team activities,...)



Standardization of meeting management

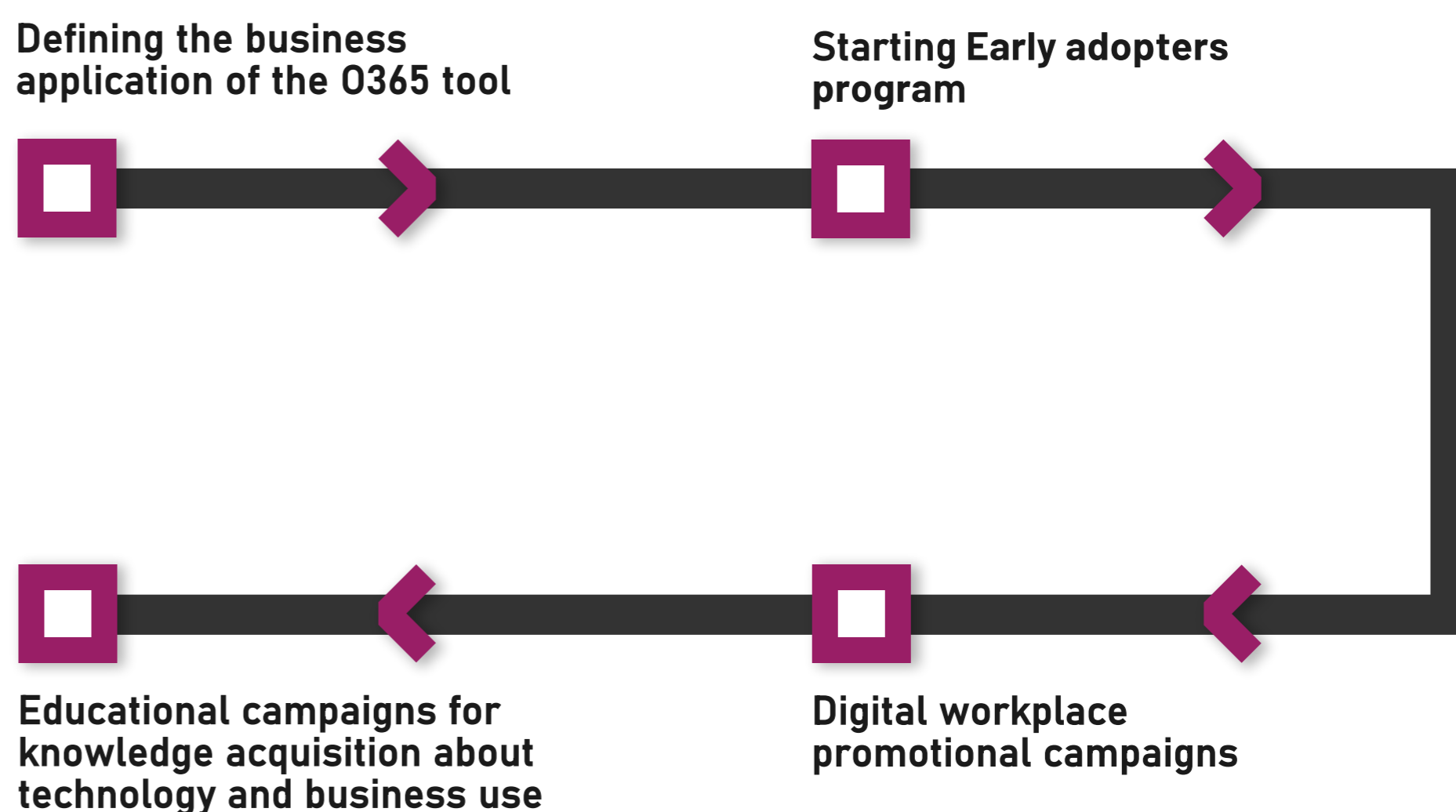


Team task management



Sharing knowledge and ideas on a business social network

## An example of a Digital Advisory project approach, adaptable to the needs of each organization



## For whom is Digital Advisory intended?

DIGITAL ADVISORY STRATEGY IS INTENDED FOR MEDIUM AND LARGE ORGANIZATIONS THAT:

- want to implement the new tools systematically, including employee's education and communication about the new work mode
- want to improve the daily work of teams through Office 365 tools (online meetings, organization of team content, secure sharing of documentation, advanced communication capabilities)
- have the need to centralize the organization's communication with employees



## Why Combis?

Combis is a Cloud Solution Provider (CSP), Licensing Solution Partner (LSP), certified Microsoft partner with Gold Cloud Partner Competencies, Microsoft FastTrack Ready partner for Microsoft Office 365 collaboration and security tools, with extensive experience in implementing Microsoft Cloud solutions, and a range of significant references related to the implementation of the use and maintenance of Microsoft 365 solutions.



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