



CreativMinds
Empowering change



FOUNDATION M365 - Enterprise Collaboration & Productivity Framework

FOUNDATION M365 – Enterprise Adoption Phases

Description

FOUNDATION M365 is a 12-month enterprise collaboration and productivity framework designed to establish consistent and sustainable Microsoft 365 usage across the organization.

From onboarding to long-term integration, the program delivers a clear, structured, and measurable adoption path, combining LMS content, webinars, coaching, and practical resources to anchor collaboration tools into daily work habits.

The result: aligned teams, consistent collaboration practices, and a solid foundation for productivity and future initiatives.

Phases

Phase 1 – Setup (0–3 mois)

Objectives:

- Establish collaboration foundations
- Introduce core M365 use cases
- Launch user engagement

Content:

- LMS (M365 Starter modules)
- Webinars
- Q&A Sessions
- Quick Cards
- Initial reporting

Phase 2 – Consolidate (3–9 mois)

Objectives:

- Strengthen adoption consistency
- Provide ongoing guidance
- Measure impact

Content:

- LMS (M365 Starter modules)
- Quick Cards
- Group coaching
- Q&A
- Ongoing facilitation & reporting

Phase 3 – Sustain (9–12 mois)

Objectives:

- Ensure long-term autonomy
- Consolidate adoption
- Provide final KPI reporting to leadership

Content:

- LMS (Starter + Advanced modules)
- Quick Cards
- Webinars
- Q&A
- Final report & HR onboarding integration

⚠ The number, frequency and level of customization of activities listed above depend on the selected plan (Basic, Branding, Bespoke).

Benefits

Program highlights

- Enterprise-grade collaboration framework designed for large-scale Microsoft 365 environments
- Structured 12-month journey supporting sustainable usage and long-term autonomy
- Blended enablement approach combining LMS, webinars, quick cards, and facilitation

FOUNDATION M365

Enterprise Plans & Deployment Options

Description

To support your Microsoft 365 adoption journey across all phases — Foundation Setup, Usage Consolidation, and Sustainable Integration — we offer flexible enterprise plans adapted to your organization's size and maturity.

Each plan follows the same proven 12-month framework.

The difference lies in the scope, level of personalization, and depth of support.

Plans

Plan 1 - Core

✓ Pilots or small teams
(up to 500 users)

Fast, lightweight deployment based on standard LMS content, predefined workflows, and light facilitation — ideal to validate use cases and build early adoption momentum.

Objectives:

- Establish collaboration foundations
- Introduce core M365 use cases
- Launch adoption momentum

Plan 2 - Accelerated

@ BU deployment
(500–2000 users)

Includes branding applied to standard content (logo, visual identity), deeper Q&A sessions, and enhanced usage reporting based on standardized dashboards to support engagement and adjustments.

Objectives:

- Strengthen usage and adoption consistency
- Offer flexibility and personalized guidance
- Measure progress and impact.

Plan 3 - Strategic (custom)

🧠 Enterprise rollout
(2000+ users)

Includes custom content, organization-specific use cases, tailored quick cards and labs, role-based coaching, and KPI dashboards for executive-level visibility.

Objectives:

- Make the structure self-sufficient
- Consolidate adoption over time

Benefits

Flexible enterprise plans designed to fit your organization:

- All plans rely on the same FOUNDATION M365 framework
- Choose your intensity: from turnkey enablement to tailored enterprise deployment
- Strategic plan recommended for large-scale rollouts (2000+ users)

Choose the right deployment plan for your FOUNDATION M365 journey

Description

Our three service plans follow the same proven FOUNDATION M365 framework — the difference lies in the level of alignment, contextualization, and scale.

All plans include ongoing LMS updates, with fixed deliverables per plan. Additional services can be added based on your needs.

Plan Comparison

Features / Options	Plan 1	Plan 2	Plan 3
LMS Access	M365 Starter + Advanced modules	M365 Starter + Advanced modules	M365 Starter + Advanced modules
Q&A Sessions	8	2 Q&A or deep dives	3+ sessions, custom format
Quick Cards	30 standard	5, branded	5+, tailored to internal use cases
Webinars	4 (1 per quarter)	8 (1 every two months)	12 (1 per month)
Coaching / Facilitation	Light facilitation	Champions onboarding + follow-up	Role-based coaching per department
Reporting	Initial report	+ Mid-project check-in + Engagement dashboards	+ final dashboard for leadership
Price	55k CHF	150k CHF	On request

⚠ Plans include fixed quantities per activity. Customizations or extra sessions are available upon request and billed separately.

Benefits

- All plans follow the same FOUNDATION M365 framework (Setup → Consolidate → Sustain)
- Fixed-price packages with predefined deliverables
- Optional add-ons available on request
- Easy upgrade path between plans as your needs evolve

M365 Adoption Starter Pack - Course outline

Description

This introduction program helps you discover the Microsoft 365 collaborative ecosystem and master its essential tools. Open to everyone, it guides you in communicating effectively with Teams, managing your time and emails with Outlook, working on the go with OneDrive, and collaborating on shared documents through SharePoint. Through step-by-step demos, real-life scenarios, and best practices, this course promotes a smooth and sustainable adoption of Microsoft 365 tools to enhance both individual and team productivity.

Modules

1. Welcome to M365

Objectives :

- Understand the M365 ecosystem and its benefits.
- Identify key apps and their complementary uses.
- Position M365 within the company's digital transformation.

Content :

- Overview of the Microsoft 365 suite.
- Tools overview: Teams, Outlook, OneDrive, SharePoint, Copilot.
- Advantages of a connected and collaborative environment.

 10 min

2. Teams for effective collaboration

Objectives :

- Discover Teams' main features for efficient collaboration.
- Create, structure, and manage teams and channels.
- Use chat, meetings, and file sharing.

Content :

- Interface overview: teams, channels, and chats.
- Meetings: scheduling, notes, recordings, follow-up.
- Co-editing and file sharing.
- Communication best practices.

 30 min

3. Outlook and time management

Objectives :

- Manage emails, calendar, and tasks efficiently.
- Prioritize and automate recurring actions.
- Improve clarity and productivity in written communication.

Content :

- Organizing inbox and setting up rules.
- Managing shared calendars and invitations.
- Tips for maintaining a "Zero Inbox".

 25 min

4. OneDrive, your personal workspace

Objectives :

- Understand cloud storage and synchronization.
- Organize, share, and secure personal files.
- Work seamlessly across all your devices.

Content :

- Overview of personal and business OneDrive.
- Local and online synchronization.
- Secure sharing and file management.
- Backup best practices.

 20 min

5. SharePoint, teamwork collaboration

Objectives :

- Understand the logic of SharePoint sites and libraries.
- Co-edit and manage document versions.
- Create and manage a shared workspace.

Content :

- Structure of a SharePoint site: pages, lists, libraries.
- Creating and managing team content.
- Co-editing and version tracking.
- Practical case: cross-team project.

 30 min

6. Smart habits for the connected collaborator

Objectives :

- Adopt best practices for secure and efficient collaboration.
- Apply digital responsibility principles in daily work.
- Strengthen collective coherence through shared habits.

Content :

- Sharing and security best practices.
- Digital reflexes: naming, versions, notifications.
- Workshop: collaborative behavior checklist.
- Summary of key takeaways.

 15 min

Teaching method

Each module follows a progressive and interactive structure designed to support long-term Microsoft 365 adoption:

1. **Context overview:** clear introduction showing the user benefits of M365.
2. **Interactive how-to:** step-by-step demos to learn through observation and practice.
3. **Practical scenario:** real-life cases to apply the right reflexes.
4. **Best practices & tips:** shortcuts and advice to gain both efficiency and security.

Estimated total time

Estimated duration : around 2h30 to 3h in self-paced learning.

M365 Adoption Advanced Pack - Course outline

Description

This advanced program helps Microsoft 365 users optimize their work habits, automate processes, and strengthen team collaboration.

Through guided demos, expert tips, and hands-on exercises, learners discover how to make the most of advanced features in Teams, Outlook, SharePoint, OneDrive, and Copilot — while adopting the right security and compliance reflexes for a confident, efficient professional use.

Modules

1. Optimizing Teams for project work

Objectives :

- Use Teams' advanced features (Planner, Wiki, Copilot).
- Structure channels and meetings for better tracking.
- Improve efficiency in team management.

Content :

- Creating an optimized project space.
- Practical case: collaborative project tracking with Copilot.
- Tips: files, tasks, and notifications.

 30 min

2. Mastering Outlook for daily efficiency

Objectives :

- Automate email and calendar management.
- Use rules, templates, and prioritization.
- Sync Outlook with Teams and To Do.

Content :

- Demo: organization and automation.
- Scenario: achieving Inbox Zero.
- Planning best practices.

 25 min

3. Building high-performing SharePoint spaces

Objectives :

- Design SharePoint sites adapted to team needs.
- Structure and organize information efficiently.
- Manage permissions, versions, and metadata.

Content :

- Guided creation of a team site.
- Case: shared library setup.
- Checklist: design and governance essentials.

 1 h

4. Using OneDrive for advanced co-editing

Objectives :

- Collaborate in real time via Office Web.
- Manage file access, versions, and synchronization.
- Work efficiently on the go.

Content :

- Advanced setup and secure sharing.
- Case: document co-editing with Copilot.
- Tips: version tracking and updates.

 20 min

5. Exploring Copilot in Microsoft 365

Objectives :

- Understand Copilot's role across M365 apps.
- Create effective, context-aware prompts.
- Identify relevant business use cases.

Content :

- Overview of Copilot features.
- Demo: writing, summarizing, and planning.
- Prompt examples and best practices.

 25 min

6. Security and compliance in M365

Objectives :

- Apply essential cloud security reflexes.
- Protect shared data and access rights.
- Follow internal rules and GDPR standards.

Content :

- Workshop: identifying risky behaviors.
- Case: securing shared folders.
- Tips: MFA and link management.

 20 min

Teaching method

This advanced program combines guided demos, practical use cases, and self-paced exploration to reinforce mastery of Microsoft 365.

1. **Key concepts:** clear overview of advanced features and their business benefits.
2. **Practical demonstrations:** step-by-step tutorials to configure and automate workflows.
3. **Real-world use cases:** examples inspired by daily professional scenarios.
4. **Best practices & tips:** advice for securing, optimizing, and using Copilot effectively.

Estimated total time

Estimated duration: around 3h30 to 4h in self-paced learning.

Contact us



+41 21 561 16 01



zoey.faromont@creativminds.ch



Rue de la Gare 1, 1260 Nyon
VD Suisse



www.creativminds.ch



CreativMinds
Empowering change