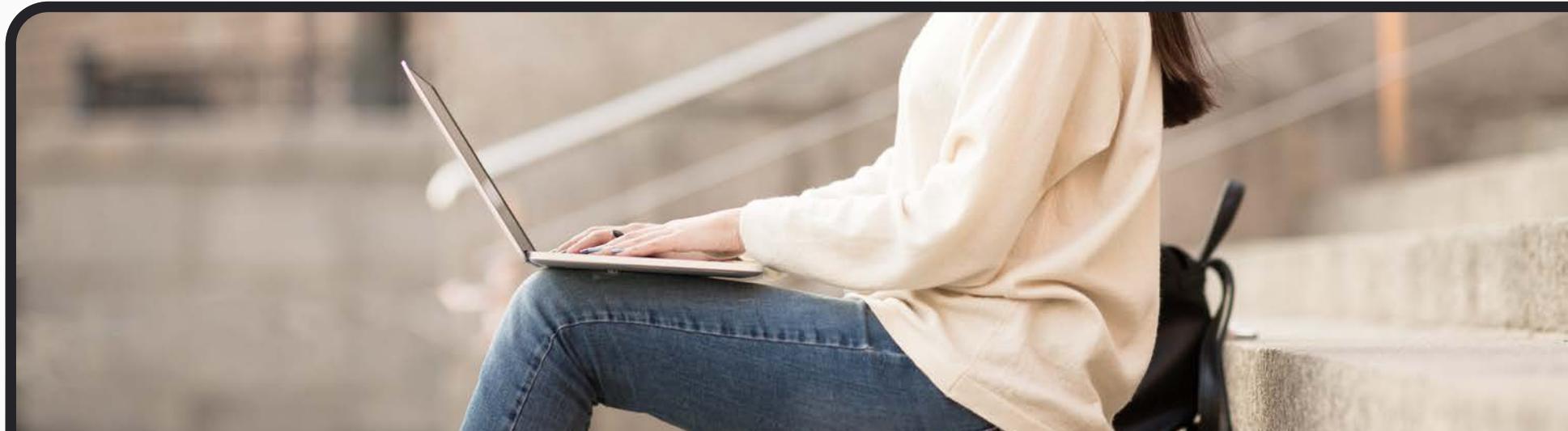
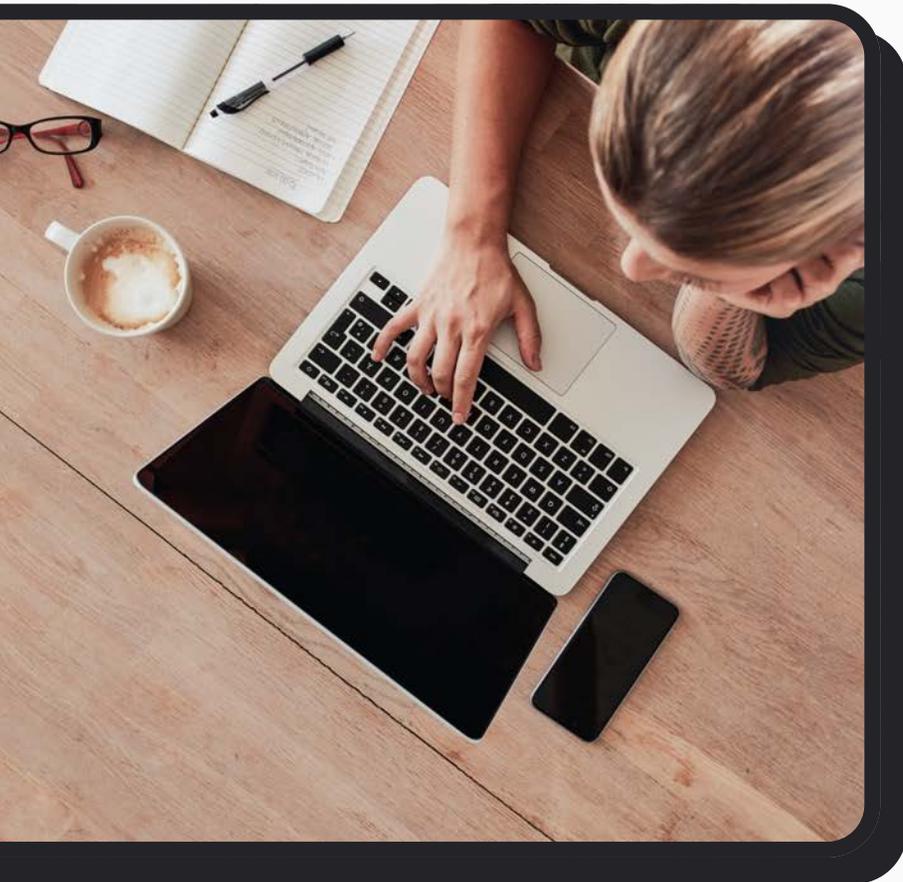




Get more from Teams with BrainStorm

90-day communications playbook





Overview

A 90-day communications plan can help your organization make progress with your productivity objectives. This document will offer a potential framework for building your own plan and explain how BrainStorm can help bolster those efforts and drive meaningful engagement and change with your employees.

Key components to leverage

- The BrainStorm platform
- Introductory emails
- BrainStorm Teams messages linked to targeted skill paths
- Microsoft Graph integration to track progress



Set your goals

Every organization uses different tools to collaborate. It is important to consider which key areas might require efficiency improvements in your organization. Read more about how you can [identify common productivity drains here](#).

Goals to consider

- Chat vs. e-mail
- Links vs. files
- Length of meetings
- Redundant app usage

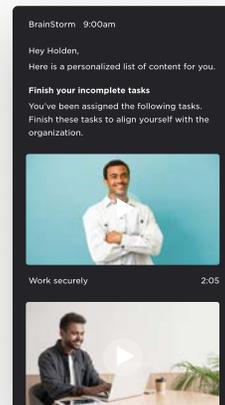
Sample plan

In this sample, we will outline a plan that includes goals for using Teams over e-mail, optimizing document collaboration, and decreasing the length of meetings while increasing their efficiency. This is only one example, and BrainStorm's change management experts can help you build a plan that works for you.

Introduce BrainStorm

Start your plan right by setting expectations with team members. Prepare them to understand why they are getting messages from BrainStorm in Teams and help them to understand that the time commitment is nominal (2-6-minute training bites). Consider the following points in your brief introductory message:

- Creating a more efficient organization
- Getting started with BrainStorm
- BrainStorm messages in Teams
- Overview of the BrainStorm platform



Teams over e-mail

Week 1: Teams is preferred over e-mail for communication



Experience the power of chat (0:37)

Choose the right communication App (1:33)

Teams as a personal workspace (0:54)

Why use channels and chats? (1:17)

Week 2: Chat tips and tricks



Communicate faster (0:50)

Communicate accurately (0:56)

Chat privately with individuals and small groups (1:18)

Chat with suggested, recent, and favorite contacts (0:59)

Chat privately and promote chats to calls (1:03)

Manage private chats (1:06)

Add formatting to chats (1:15)

How to leave a group chat (0:49)

Reply to emails with chat messages (0:29)



Week 3: Teams and channels



Communicate in context (0:45)

Why use channels and chats? (1:17)

Create private channels (1:20)

Communicate in channels (1:11)

@Mention users, channels and Teams (0:55)

Invite guests (1:33)

Collaborate with external colleagues in Teams (0:40)

Send private messages from Team channels (0:30)

Document collaboration

Week 4: Teams file storage



Explore storage options (1:27)

Why should I manage my files in Teams? (1:03)

Key concepts for centralizing files in Microsoft Teams (1:00)

Save time by centralizing files in Microsoft Teams (1:20)

File storage and collaboration (1:20)

Working with files in Microsoft Teams (1:03)

Communicate and collaborate in context (0:43)



Week 5: OneDrive and SharePoint as file storage



Where are shared files saved? (1:12)

Explore file sharing options (0:45)

Add SharePoint libraries (1:04)

Use case: Power up productivity (PDF)

Move files between channels and Teams (0:35)

Week 6: Coauthoring



Communicate and collaborate side-by-side (1:24)

View and edit files (1:11)

Share project files with the right People (1:34)

Share files across Teams (1:49)

File sharing PDF



Meetings

Week 7: Should you schedule that meeting?



Flowchart should I hold a meeting? (infographic)

Use Microsoft Teams to meet your way (0:48)

Week 8: Leading productive meetings pt. 1



Manage internal and small group meetings (0:53)

Schedule internal Teams meetings (1:39)

Propose new times (1:11)



Week 9: Leading productive meetings pt. 2



Manage audio for meetings (1:12)

Chat during meetings (0:49)



Week 10: Leading productive meetings pt. 3



Share content in meetings (1:29)

Collaborate on meetings notes (1:14)

Week 11: Leading productive meetings pt. 4



Record meetings (0:49)

Manage meeting recordings (1:17)

Week 12: Meeting follow-up



Join meetings from your phone — iOS (0:59)

Dial into meetings (0:46)

