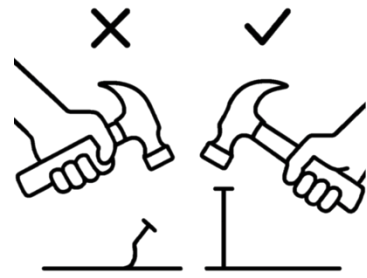


# Project Report: Right Tool, Right Use, Right Result - Unleash the Full Power of the Office 365 Modern Workplace

Efficiency | Office 365 | Teams | MS SharePoint | MS Planner | Project Management | Change Management

Interim Management: applied collaboration gmbh | Role: Seminar Leader – Klaus Mündle | Industry: Construction | Seminar Duration: 4 hours

April 2025 | Reading Time: 5 Min.



## Summary

- Less Efficient and More Complex – A Step in the Wrong Direction
- Building a Shared Vision – Tools, Benefits, and Opportunities
- “A Real Eye-Opener” – Managing the Change Effectively

### Less Efficient and More Complex – A Step in the Wrong Direction

Many companies, like the one in this example from the Construction industry, have adopted the Office 365 Modern Workplace, primarily using Microsoft Teams for video conferencing. Over time, users have also started using Teams for chat-based communication (like WhatsApp) and collaborating through channels. Documents are frequently stored and shared within Teams, including with external partners or customers, either by choice or due to external requirements.

However, these new tools have mostly been layered on top of existing communication and data structures without proper transformation, training, or clear guidelines. As a result, communication has become fragmented, data storage disorganized, efficiency has dropped, security risks have increased, and user frustration continues to grow.

The client realized things were moving in the wrong direction and asked for a solution to improve project management - both for small and large projects - within their Office 365 environment. They also wanted to understand how Microsoft Planner could support task and project management, as well as how to better handle large volumes of data.

### Building a Shared Vision – Tools, Benefits, and Opportunities

applied collaboration gmbh conducted a 4-hour on-site seminar for the management team, selected users from various departments, and the IT lead. The goal was to introduce the core philosophy, purpose, and benefits of the Modern Workplace, using Microsoft Teams, SharePoint, and Planner. The session focused on how these tools can improve efficiency while also highlighting underused features and additional capabilities.

The seminar had a strong practical focus, using real-world examples to demonstrate the potential of these tools. It clearly illustrated why the current usage had led the organization in the "wrong direction" and emphasized the need for a shared understanding among all stakeholders.

The ultimate objective was to align everyone on a common vision, enabling the team to define actionable next steps tailored to their specific business needs in a structured way. The session was designed to ensure that participants could recognize the benefits for themselves and feel motivated to apply what they learned.

### “A Real Eye-Opener” – Managing the Change Effectively

The team recognized that the tools offer new ways of working and significant opportunities for increased efficiency. It was evident that the key to unlocking their full potential lies in how the tools are used, and that clear rules and guidelines are needed.

The shift to a more open and collaborative working style is substantial, and people need to be guided through this transition in a structured way. This requires a Change Management project, and applied collaboration gmbh is ready to support with its expertise to ensure effective implementation.

The change process has already begun, and the need for improvement is clear to everyone. The team is fully committed to making it work.

Client feedback: “A real eye-opener – We’re already actively discussing how to bring it to life.”