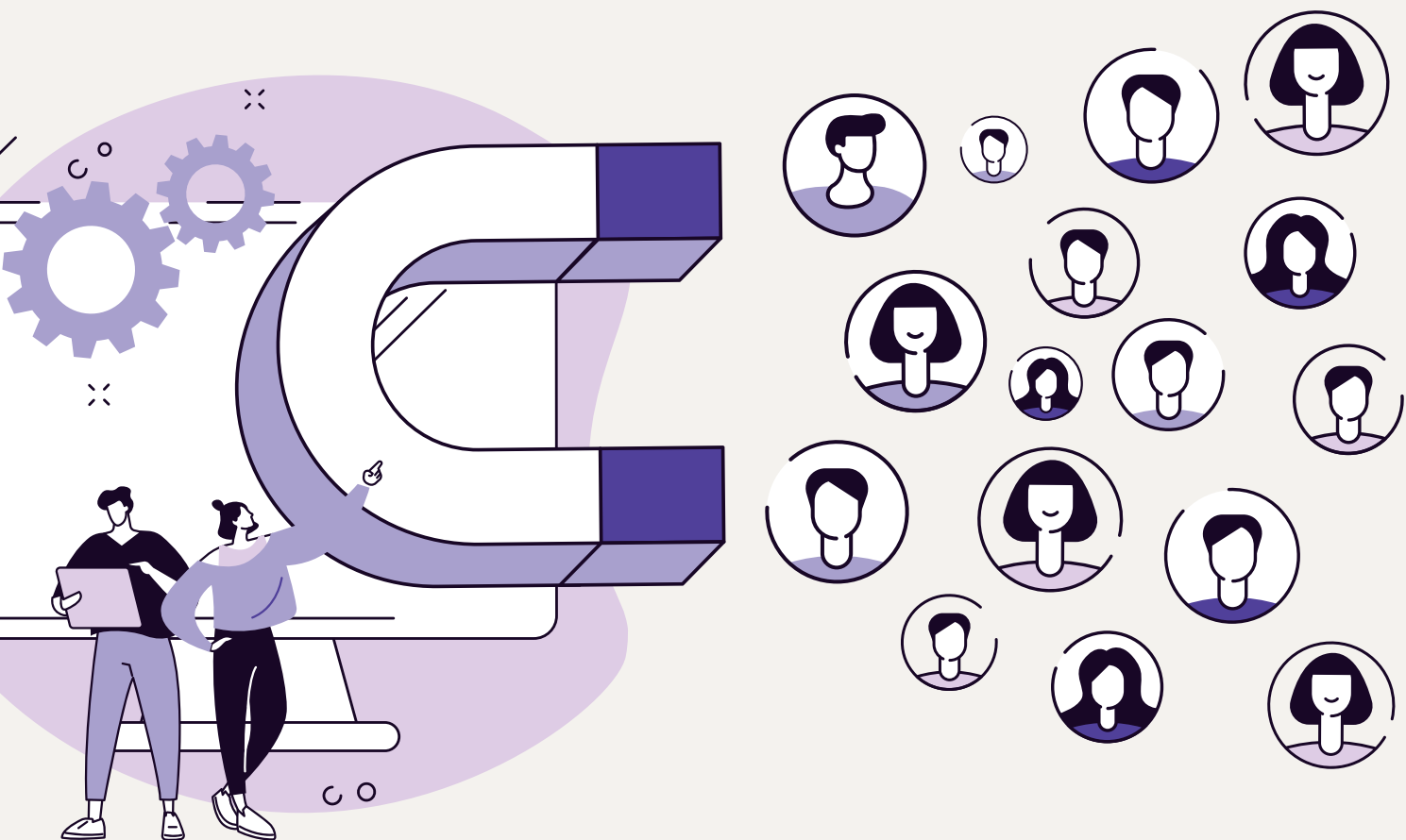




CHECKLIST

Tips for keeping SharePoint users engaged and interested.

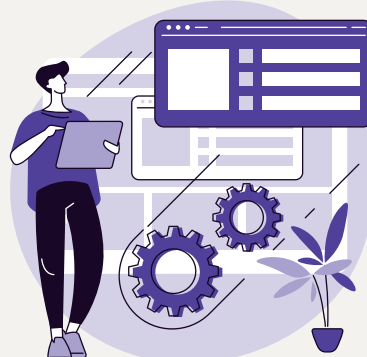
A user engagement strategy can provide a focus before, during, and after launch activities. A well-developed plan can drive adoption and help ensure a sustained return on investment. Try these tips to sustain user interest in your new initiative:

- ☐ **Customise for your audience.**
 Customise your adoption campaigns so they resonate with the different work areas to help drive adoption.



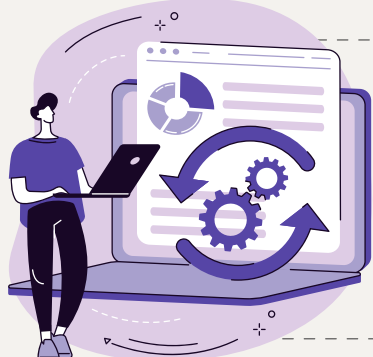
- ☐ **Get creative!**
 Consider competitions and incentive programs linked to longer term KPIs to help sustain the changes.

- ☐ **Always update your content.**
 Ensure your intranet remains up to date and relevant to continually drive and foster adoption. Try regular news and communications events, social interactions, or engagement activities such as classifieds or team photos to keep people interested.



- ☐ **Simplify the user interface.**
 Select a simple interface where users can find what they are looking for quickly and easily.

- ☐ **Enable quick access to essential tools.**
 Make the tools that people need prominent. Keep news feeds and social tools in a prominent place.



- ☐ **Show its benefits.**
 Show users how the new solution creates efficiencies by streamlining and automating key business processes.

- ☐ **Measure and share usage.**
 Share the user adoption analytics or other measurements of success.



- ☐ **Get feedback from your users.**
 Highlight teams that may need additional support by running surveys, polls, or feedback sessions.

CONTACT US

1800 126 499

enquiries@pa.com.au

professional
advantage