BMC O365 Suite Case Study

OVERVIEW

- Over the years Technology has profoundly transformed the society as well as the life of citizens.

- To move along with rapidly changing technology and at the same time meet the expectation of its citizens, MCGM is making quick progress on Digital path.

- MCGM has been amongst the first in adopting digital technology in its functioning. To embark upon a new digital journey and empower its employees & as extension its Citizens, MGCM is adopting Microsoft Office 365.

- Microsoft brings together best-in-class productivity apps with powerful cloud services, device management, and advanced security in one, connected experience.

PURPOSE

1. Reliability - Uptime commitment with minimum 99.9%

2. Effectiveness & Productivity - Archival Storage

3. Better Performance & Support - 24 x 7 support over call (tollfree), email & chat, in addition to a standard ticketing system

4. User friendly interface and seamless UX

5. Efficient communication – Email, Video / Audio conferencing & chats.

6. Real time access across devices - Laptop, Tablets and mobile

7. Ease of Access

8. Cloud based storage, anywhere access via mobile/ Laptop in real time.

O365-LIST OF APPLICATIONS

#	OFFICE 365 APP	BRIEF DESCRIPTION
1.	Calendar	Schedule and share meeting and event times, and automatically get reminders
2.	Delve	Get personal insights and relevant information based on who you work with and what you work on
3.	Excel	Discover and connect to data, model and analyze it and visualize insights
4.	Forms	Create surveys, quizzes and polls and easily see results in real time
5.	Kaizala	A simple and secure mobile chat app for work
6.	Lists	Allows users to create, share and track data inside lists
7.	OneDrive	Store, access and share your files, in one place
8.	OneNote	Capture and organize your notes across all your devices
9.	Outlook	Business-class email through a rich and familiar Outlook experience
10.	People	Organize your contact info for all your friends, family, colleagues and acquaintances
11.	Planner	Create plans, organize and assign tasks, share files, and get progress updates
12.	Power Apps	Build mobile and web apps with the data your organization already uses

O365-LIST OF APPLICATIONS

#	OFFICE 365 APP	BRIEF DESCRIPTION
13.	Power Automate	Create workflows between your apps, files and data to automate time consuming tasks
14.	PowerPoint	Design professional presentations
15.	SharePoint	Share and manage content, knowledge and applications to empower teamwork
16.	Stream	Share videos of classes, meetings, presentations and training sessions
17.	Sway	Create and share interactive reports, presentations and personal stories
18.	Teams	The customizable, chat-based team workspace in Office 365
19.	To Do	Keep track of your tasks in one place with intelligence that helps you collect, prioritize and get more done together
20.	Visio	Simplify and communicate complex information visually
21.	Viva Insights	Create better work habits with insights into your meetings, emails and focus hours
22.	Whiteboard	Ideate and collaborate on a free form canvas designed for pen, touch and keyboard
23.	Word	Bring out your best writing
24.	Yammer	Connect with coworkers and classmates, share information and organize around projects

KEY BENEFITS

1. Improved responsiveness in a 24/7 environment

2. Build professional-grade apps easily using low code/ no code app.

3. Physical meetings reduced using Microsoft Teams app

4. Create and share interactive reports, presentations.

5. Increased employee interaction with Video/audio, chat.

6. Security – eg. Limit usage of Pen drive using one drive, reduced Cyber security threats.

7. Improved collaboration and communication

8. Sharing of documents by setting privileges to specific users

9. Real time results – information gathering through surveys, quizzes and polls