

Microsoft 365 Phase 2



A/Prof Emilio Pozo - Executive Director Digital Health



Agenda

1. Phase 1 - Complete
2. Phase 2 - In Progress
3. What is SharePoint and OneDrive
4. Benefits of SharePoint and OneDrive
5. Microsoft Teams
6. Hands on example
7. Pilot Groups
8. Timeline
9. Questions?





Phase 1 Email Migration & Teams Access - Complete

The Problem

- Weekly Code Yellows due to unstable shared file access and email availability
- Significant cybersecurity risk due to aging email and storage infrastructure
- Issues with inadequate video conferencing solution

The Solution

- Converting over 20k mailboxes to Microsoft 365
- Replacing Webex with Microsoft Teams (All staff Forums as the exception)

The Benefits

- **Reduction** in service interruptions experienced by clinical and admin staff
- **Simplified** collaboration and meetings across the organisation
- **Increased ability** to work anywhere on any device
- **Better** use of collective knowledge
- **Communicate** quickly and easily
- **Safeguard** against security, compliance or privacy risk
- Greater **accessibility and stability** of technology



Phase 2 Collaboration Platform – In Progress

- **Purpose:** Migration and Collaboration
- **Deliverables:** Adopt Teams, SharePoint, OneDrive
- **Benefits:** Productivity, Security and Reliability





What is SharePoint and OneDrive



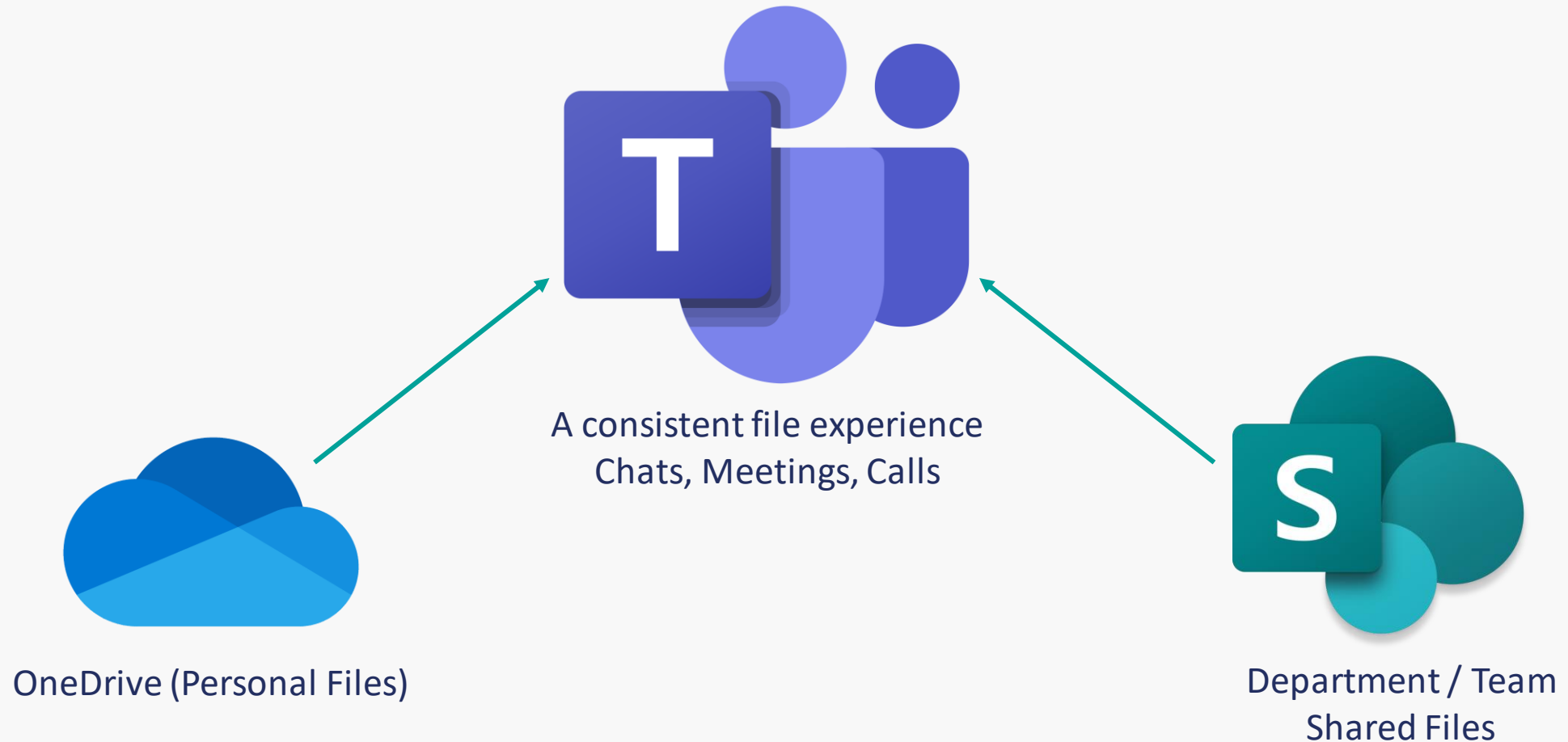
- **OneDrive:** Personal cloud storage for staff to securely store and access files across devices, with automatic syncing and mobile access.



- **SharePoint:** Web-based platform for collaboration and document management, enabling teams to work together, manage projects, share information, and automate workflows.



Microsoft Teams is a platform for real-time collaboration and communication with chat, meetings, and document sharing.



Hands on

Microsoft Teams

Search

Teams

General Posts Files Team Site Team Meeting Minutes Staff Feedback


Meet

Add more people Create more channels Open the FAQ

Sarah Chang 9:58 AM

Patient Feedback 🎉

Hi everyone, just wanted to share some good news - Ward 34 received a 95% patient satisfaction rating this quarter! I'm so proud of our team and the hard work they put in every day to provide the best care possible. Keep up the great work, everyone!



See less

Reply

Sarah Chang 9:59 AM

Scheduled a meeting

Monthly Team Meeting
Wednesday, March 29, 2023 @ 10:00 AM

Reply

Sarah Chang 10:00 AM

IMPORTANT!

Monthly Team Meeting

Hey team, just a reminder that we have our monthly team meeting scheduled for next Wednesday at 10am. We'll be going over some important updates and discussing our progress towards our goals. Please make sure to RSVP in the calendar invite so we know who will be attending. Looking forward to seeing you all there!

Sarah Chang 10:02 AM

General Here is the meeting agenda, please let me know if you would like to add an item

Team Meeting Agenda March 2023.docx
DP-Clayton Ward 34 >General

Reply

New conversation

Join or create a team

Help

Hands on

The image shows a Microsoft Teams interface. On the left is a sidebar with navigation options: Activity, Chat, Teams, Tasks by Pl..., Shifts, Approvals, Calendar, Calls, Files, and Apps. The 'Files' icon is highlighted with a green box, and a green arrow points from the text 'OneDrive' below it to this icon. The main area shows a team chat for 'Social Club'. At the top of the chat, there are options for 'Posts' and 'Files'. Below this is a post by William Chen from 15:10 with the title 'Trivia Night!'. The post content includes a text message and an image of a man with sunglasses and a microphone, with the text 'OH HEY IT'S TRIVIA TIME' overlaid. Below the image is a 'See less' link and a 'Reply' button. A second post by William Chen from 15:27 is also visible, titled 'Good morning, everyone!', with a link to a Forbes article and a 'See less' link. At the bottom of the chat area, there is a 'New conversation' button.

Hands on

The screenshot displays the Microsoft Teams interface. On the left is the navigation pane with icons for Activity, Chat, Teams, Tasks by Pl., Shifts, Approvals, Calendar, Calls, Files, and Apps. The main pane shows a list of teams, with 'Community' selected under the 'Aged Care' category. The right pane shows a chat conversation in the 'Community' channel. At the top of the chat, there is a 'Files' tab highlighted with a green box. A green arrow points from this tab to a file attachment in the chat: 'Excellence In Timely Care Presentation.pptx'. Above this, a meeting announcement for 'Community Workshop - Excellence in Timely Care' is visible. Below the file, there are two messages: one from Olivia Taylor titled 'Next workshop booked!' and another from Olivia Taylor titled 'Thank you all for attending yesterdays workshop!'. A message from Sarah Chang is also visible at the bottom.

Microsoft Teams

Search

WT Community Post Files +

Meet

Olivia Taylor 2:53 PM Scheduled a meeting

Community Workshop - Excellence in Timely Care
Tuesday, March 28, 2023 @ 1:00 PM

Reply

Olivia Taylor 2:53 PM Edited

Next workshop booked!

Hi everyone, just a reminder that our workshop on improving excellence in timely care is coming up next week on Tuesday at 1pm. We've got a great lineup of speakers and activities planned, and I'm really excited to hear everyone's insights and ideas. Please make sure to RSVP in the calendar invite if you haven't already so we know who will be attending. Looking forward to seeing you all there!

Excellence In Timely Care Presentation.pptx
WG-Excellence in Timely Care >Community

Reply

Olivia Taylor 2:55 PM

Thank you all for attending yesterdays workshop!

Hey team, just wanted to share some of the key takeaways from yesterday's workshop on excellence in timely care. We talked a lot about the importance of clear communication, proactive problem-solving, and a patient-centered approach to care. I know there were a lot of great ideas shared during the breakout sessions, so I'd love to hear from everyone about what resonated with you and what you think we can do to improve our approach. Let's keep the conversation going!

2

Sarah Chang 3:18 PM

Thanks for sharing these insights from yesterday's workshop, Olivia! I completely agree that clear communication and a patient-centered approach are critical to providing timely care. One thing that really resonated with me was the idea of using data to identify patterns and proactively address potential issues before they become bigger problems. I think we could do more to leverage the data we already have to improve our processes and provide better care for our patients. Looking forward to continuing the conversation

See more

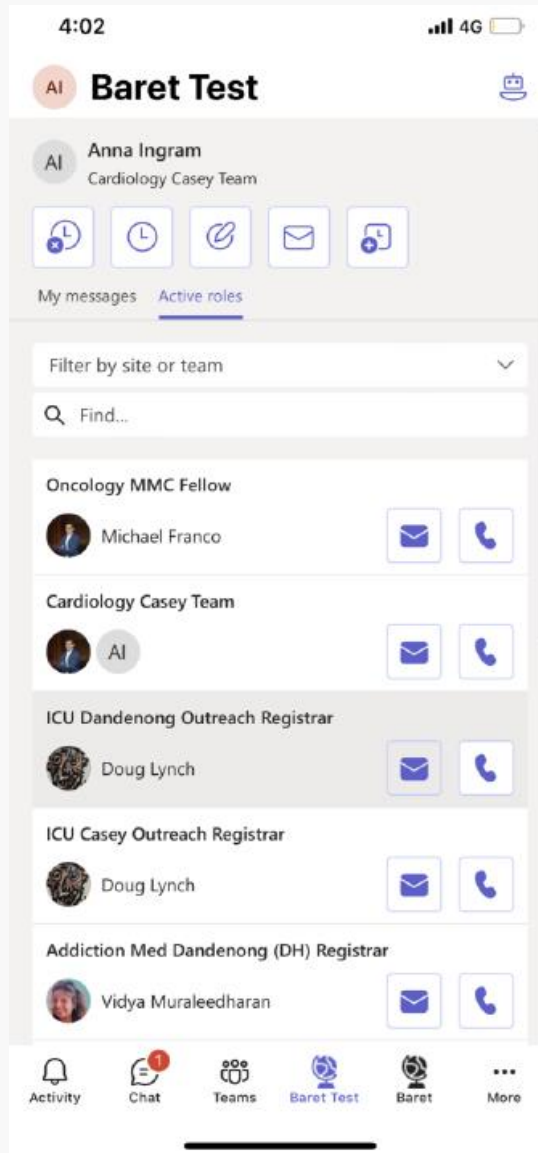
Reply

Join or create a team

New conversation



Teams Collaboration - Baret



Shows a list of clinical staff and roles available without needing switch or rosters, or personal phone numbers



Send messages and start two-way conversations with clinicians clocked onto a role



Calls using Microsoft Teams



Securely send images that don't save to your camera roll



Keep messages so you can track, record and find patient details easily



Pilot Program

- The Pilot Program aims to test and refine our systems and design with a diverse set of teams before a full-scale rollout.
- It will be made up of 8-10 departments/teams from across the organisation. Made up of:
 - Medical
 - Nursing
 - Research
 - Community & Outpatient
 - Allied Health & Pharmacy
 - Administration



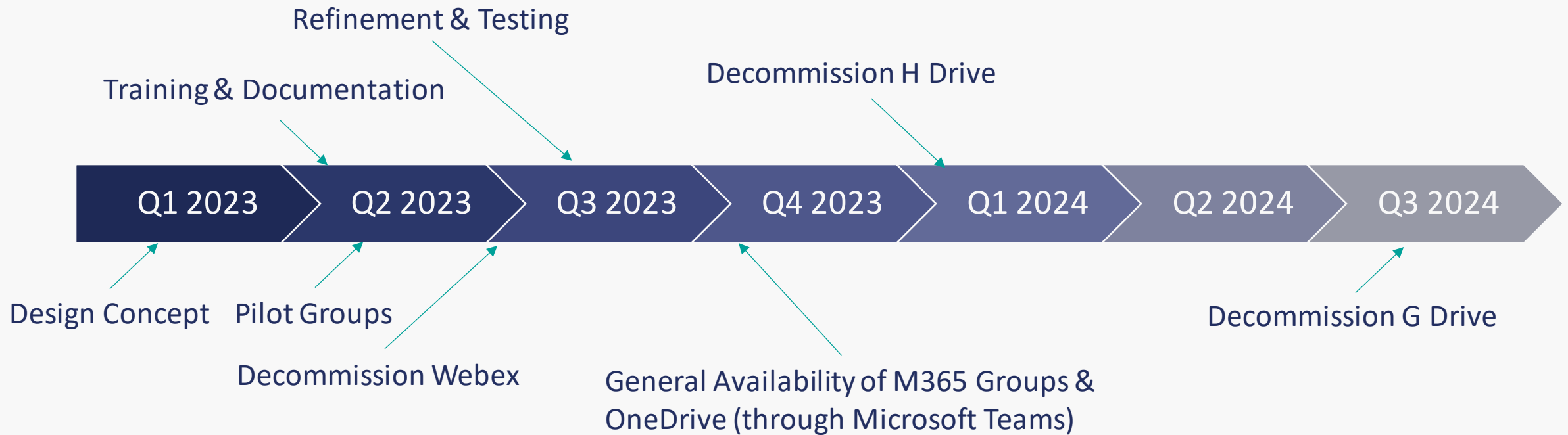
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“The pilot program is part of our commitment to innovation and continuous improvement to provide the best possible care and support to patients and staff”

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Timeline





Cybersecurity

While Microsoft 365 provides multifactor authentication, data encryption, threat detection, and compliance tools to protect against threats, it's important for individuals to stay vigilant.

Please do your part and complete the cybersecurity training on Latte.





Questions? 