

Microsoft Teams and Related Cloud Apps Assessment

Please check off the amount of knowledge you have with each topic listed. Make additional notes if required.

Name:		Company Name:	
Position:		Email:	

On a Scale of 1 to 10, how comfortable are you using the Microsoft Teams, SharePoint, OneNote & OneDrive?

1 = Not comfortable, no experience

10 = Very comfortable, I could teach it!

1 2 3 4 5 6 7 8 9 10

Microsoft Cloud Assessment	No, Never	Sometimes	Yes, Always
Have you used Microsoft Teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How long have you been using Teams?			
What is your <u>Biggest Challenge</u> with Teams?			
If you use Teams... what are the names of some of your Channels?			
How many people on your Internal Team?			
How many Teams do you belong to?			
Do you have External Teams?			
Do you feel like you have Too Many Chats to look at in the Chats window?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you SharePoint Sites Connected to your Teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to store Meeting Notes in Teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to record a Meeting in Teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to create a centralized location for all your recorded Meetings in Teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you utilize any Apps in Teams to improve Productivity for the Team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you stopped using Email and Texts (internally) because of Teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you Notebooks Connected to your Teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Why were Teams Created for your Business / Organization?			

Send Completed Forms to info@mission-computers.com

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Microsoft Cloud Assessment	No, Never	Sometimes	Yes, Always
Have you used Microsoft OneNote?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you created your own Notebooks?	<input type="checkbox"/>		<input type="checkbox"/>
What do you store in Notebooks?			
How long have you been using OneNote?			
What is your <u>Biggest Challenge</u> with OneNote?			
Have you replaced paper notes with a OneNote Notebook?	<input type="checkbox"/> No		<input type="checkbox"/> Yes
Do you use Tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you used Microsoft SharePoint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How long have you been using SharePoint?			
What is your <u>Biggest Challenge</u> with SharePoint?			
Have you created a SharePoint page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you uploaded documents onto a SharePoint site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you created a SharePoint Library?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many SharePoint sites have you created?			
Have you used Microsoft OneDrive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your OneDrive Account for business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you moved all your computer files into OneDrive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How long have you been using OneDrive?			
What is your <u>Biggest Challenge</u> with OneDrive?			
If you use OneDrive... what storage systems have you replaced?			
What is the biggest thing preventing you from using Cloud systems like OneDrive, SharePoint & OneNote?	Education <input type="checkbox"/> Habit <input type="checkbox"/> Fear of Unknown <input type="checkbox"/> Security <input type="checkbox"/>		

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File Management and Security

In referring to files there may be files that you access from a company shared server or site. These files you usually do not have any control over. *The questions below refer to files you create and have control over.*

General Assessment	No, Never	Sometimes	Yes, Always
Where do you store most of your day to day files? Word or Excel documents. In SharePoint? My Docs? Desktop? Memory stick?			
When someone sends you an attachment do you keep that attachment and email in Outlook or do you have a process of filing elsewhere? Describe.			
How often do you do backups and what do you back up? Or is this done for you?			
Do you have a filing system that is well organized? Would a colleague be able to find a file on your system?			
Is your filing system neat and well maintained? Do you get rid of old versions and files that you no longer need?			
Do you have more than 1 unique password for your computer access / web page access accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your password contain a common word or name? This could be a person or pet's name. if you exchange zero's for the letter O or 1's for the letter 1 – count that as a common word.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have 1 secure place to easily access all your passwords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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