# The steps to **an adaptive digital** workplace

I want an adaptive digital workplace, what do I need to do?
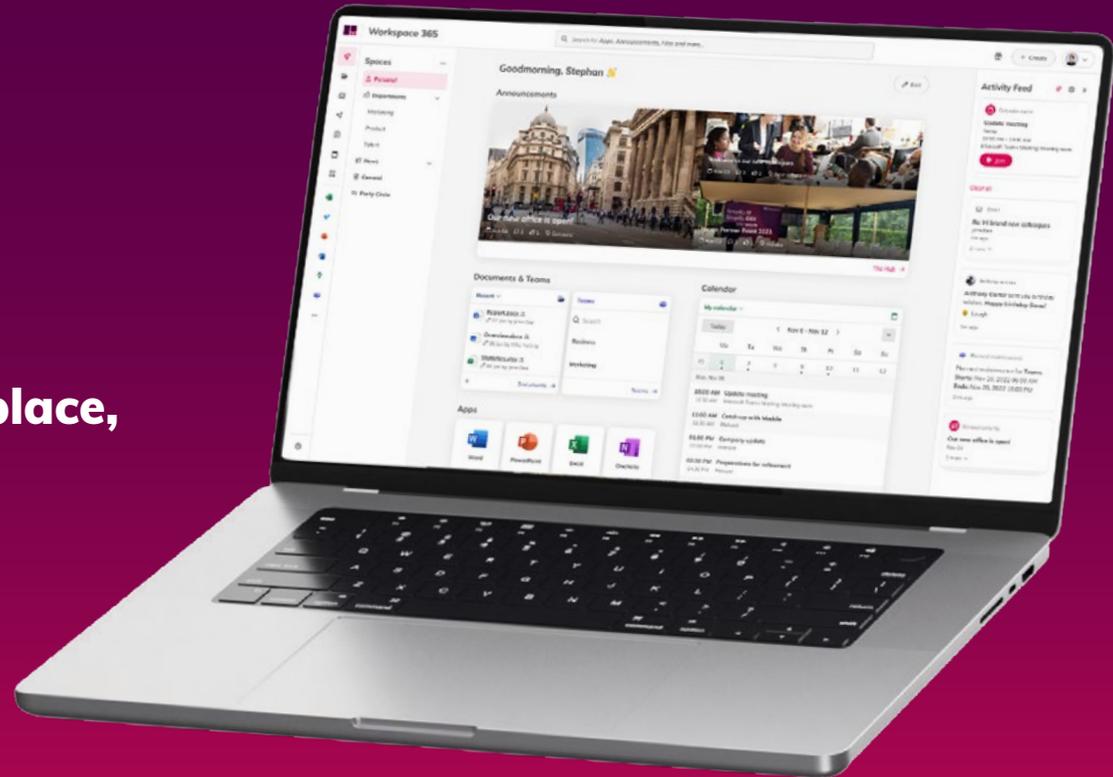
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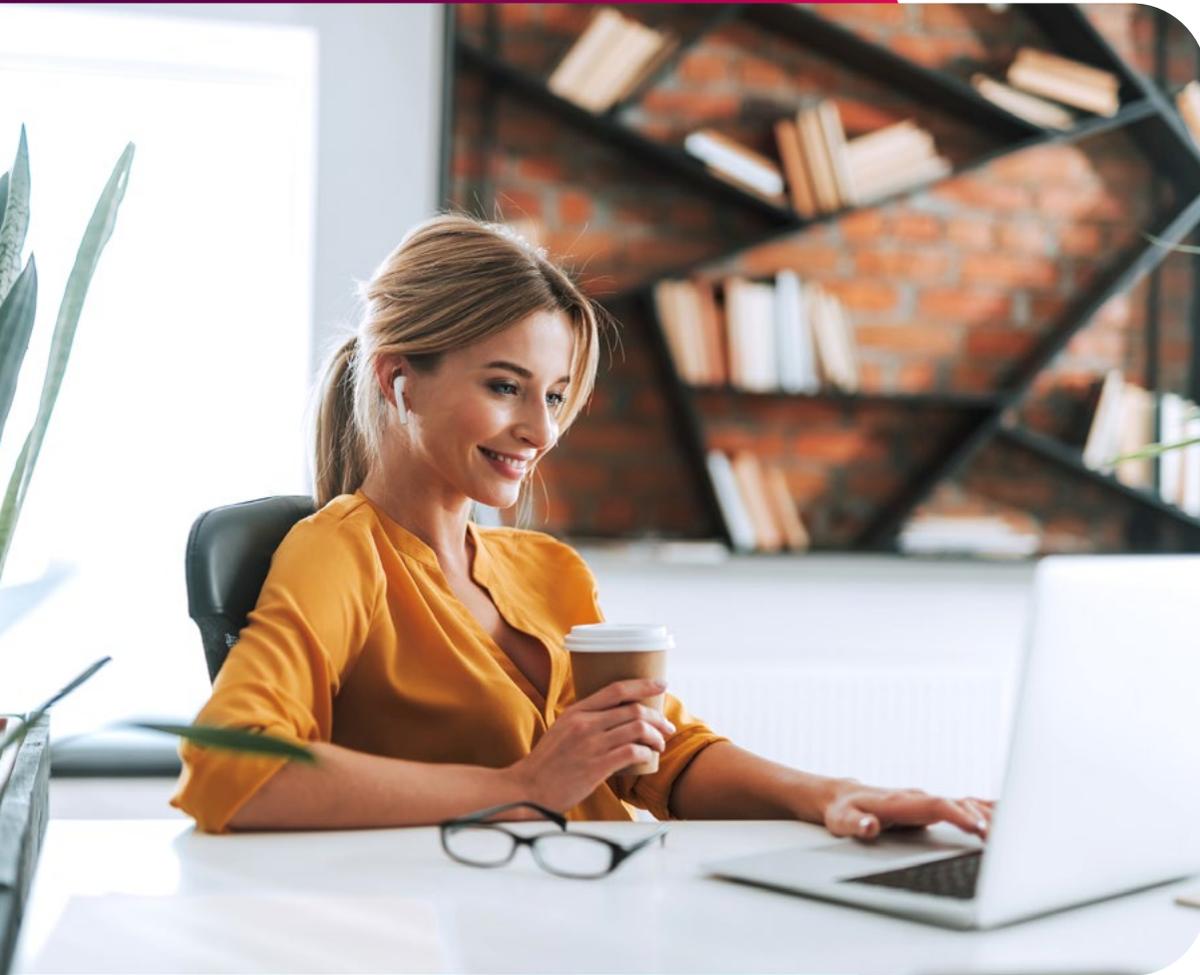
**Everything simplified**

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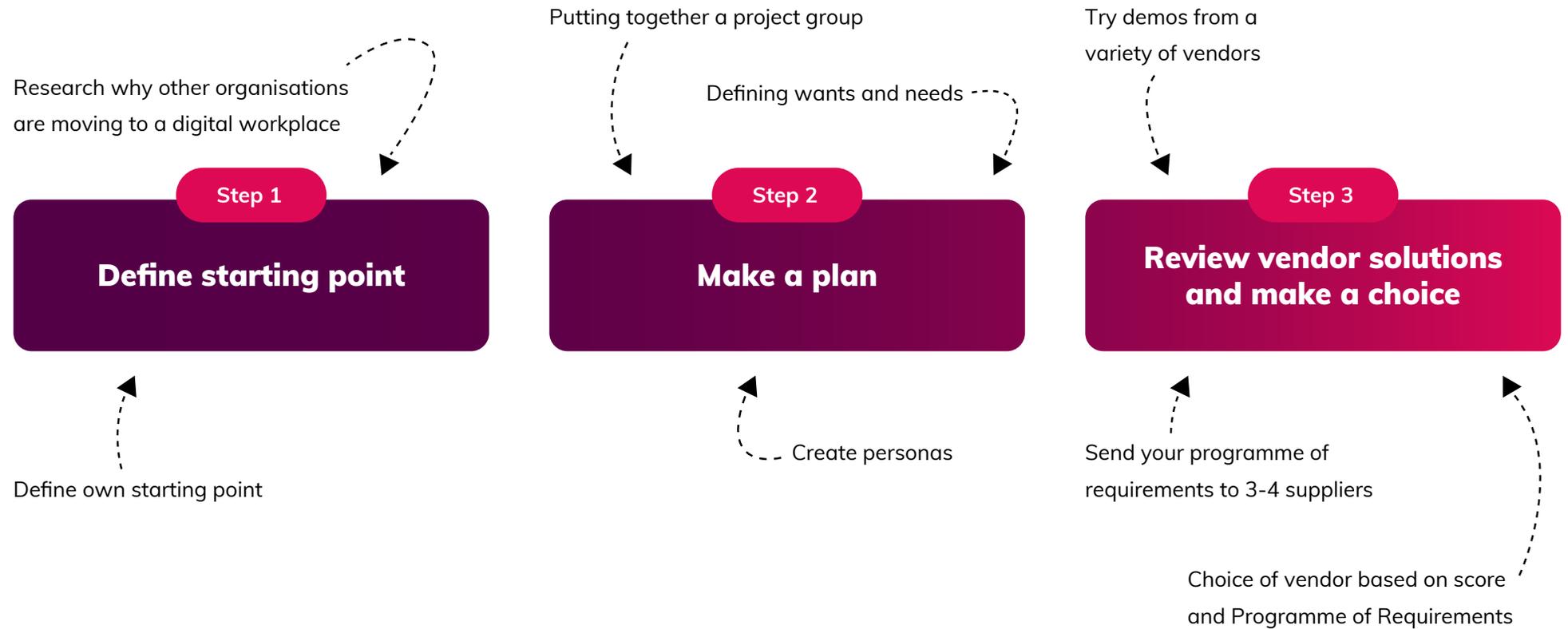
Step 1 – Define starting point

The first step in the process of moving towards a digital workplace is defining the starting point. To do this, there are several things to consider. It's important to learn from other organisations that have already implemented a digital workplace.

You can do this, for example, by researching what the biggest reason is that similar organisations are moving towards a digital workplace, what their ambitions are and what challenges they face. By answering these questions, you can determine your starting point and tailor your strategy accordingly.

The aim is to get a clear picture of what it takes to successfully implement the digital workplace and what you can learn from the experiences of other organisations. Ultimately, this will help make the implementation of the digital workplace smoother and increase the chances of success.

Step 2 – Make a plan

The second step in the process of moving towards an adaptive digital workplace is to shape a plan. To do this, it's important to put together a project group and determine stakeholders within the project. Here, it's essential to represent end users, as they are the ones who will eventually use the digital workplace. In addition, it's important to define the responsibilities of the different stakeholders and draw up personas of the users who will use the digital workplace.

The purpose of creating personas is to identify the wants and needs of different user groups. Then, the wants and needs around the digital workplace can be determined based on the personas and the current solution or environment. It's important to use frameworks and give the different requirements, wants and needs a certain priority. This makes it possible to distinguish between the different needs.

The result of this step is a Programme of Requirements and an assessment form. This document contains all requirements, wishes and needs around the digital workplace and is the starting point for the further development and implementation of the digital workplace. It ensures that all stakeholders are on the same page and that there is a clear picture of what is needed for a successful implementation.

"It's important to put together a project group."

Step 3 – Review vendor solutions and make a choice

The third and final step of the process of moving towards an adaptive digital workplace is looking at vendor solutions and making a choice. To do this, your Programme of Requirements is put out to three to four vendors and demos of the solutions of these different vendors are given. An assessment is then made of the vendors based on the Programme of Requirements, and a choice of vendor is made based on the score of the assessment form and the Programme of Requirements.

The result of this step is the selection of a vendor for the digital workplace. This is an important step in the process, as the vendor is responsible for the development and implementation of the digital workplace.

By making a careful assessment and choice based on the Programme of Requirements, you can be sure that the chosen vendor meets all requirements, wishes and needs and enables a successful implementation of the digital workplace.

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Why choose an adaptive digital workplace?

At Workspace 365, we believe in simplifying the digital environment to help employees achieve their ultimate work focus. Our personalised digital workplace provides centralised access to all your necessary applications, company information, and personal documents. We integrate everything into one interface, seamlessly connecting legacy and cloud applications to enhance collaboration and create a unified digital experience. With Workspace 365, you can access your workspace from anywhere, at any time, and on any device.
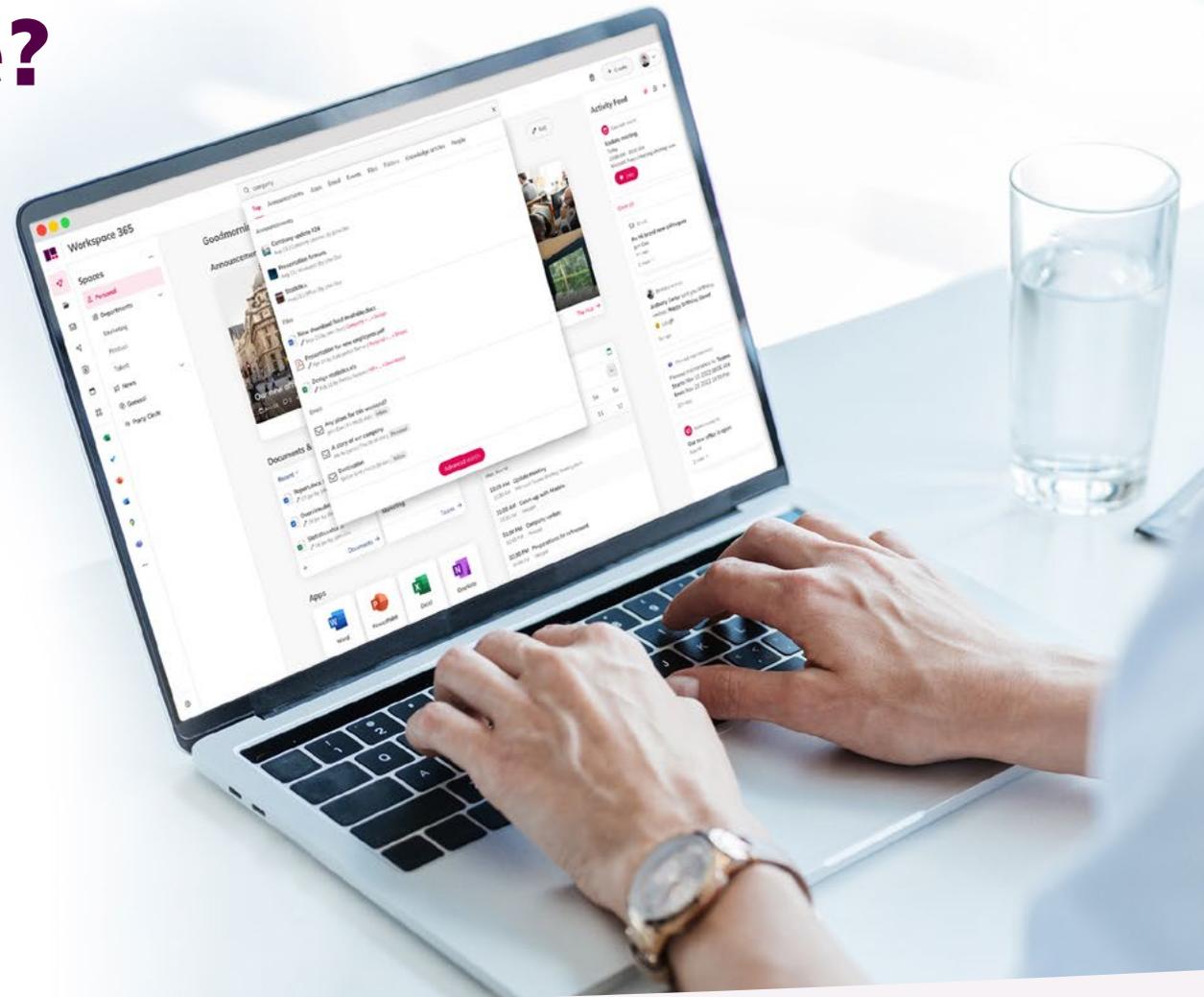
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