

Successful proof of concept for Teamwire



This checklist will guide you through every stage of your proof of concept – from preparation to decision-making. Simply fill in the fields and use the document as central planning and evaluation tool for your project team.

Company data

ORGANISATION: _____

PROJECT LEAD: _____

TRIAL PERIOD: FROM _____ TO _____
(STANDARD TRIAL PERIOD: 14 DAYS)

Phase 1

Successful proof of concept
for Teamwire

Preparation and definition of objectives

The success of a PoC is determined before the first message is sent. Define clear objectives and involve the right people at an early stage.

Defining success criteria and KPIs

Set out measurable criteria against which you will evaluate the PoC at the end. Avoid vague objectives.

- Success criterion 1: _____
- Success criterion 2: _____
- Success criterion 3: _____
- Success criterion 4: _____
- Success criterion 5: _____

Involve stakeholders

In regulated organisations, projects rarely fail because of technical issues, but because certain stakeholders have been overlooked. Make sure you get all the relevant stakeholders on board at an early stage.

- IT and IT security (technical and security assessment)
- Data Protection Officer (GDPR compliance assessment, data protection impact assessment)

- Works Council (co-determination – early involvement prevents later deadlocks)
- Department (e.g. Operations Management, Crisis Management Team, Nursing Management, Head of Department)
- Department heads and senior managers (understand team requirements, often have decision-making authority)
- Management/Executive Board/C-level (in the case of a company-wide roll-out or approval from the highest level)

Please name a specific contact person for each role:

IT/Security Manager: _____

Data protection: _____

Department: _____

Head of Department/Manager: _____

Management/Board of Directors: _____

Select test group and use cases

Select a representative, diverse group – not just the staff who are most tech-savvy. Identify two to four truly critical use cases.

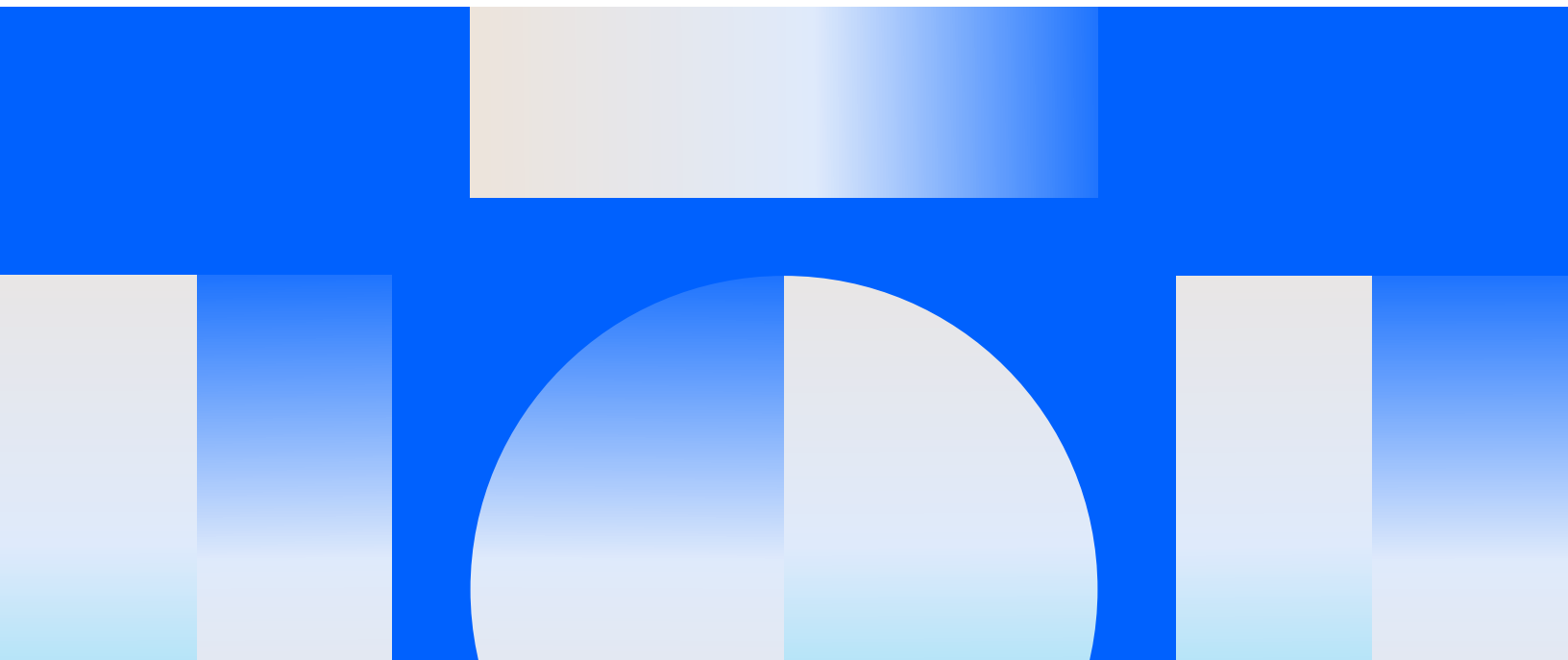
- Test group defined (number of participants _____)
- Use case 1: _____
- Use case 2: _____
- Use case 3: _____
- Use case 4: _____



Define the duration of the test and organise a kick-off meeting

A clear timeframe creates a sense of commitment and ensures that the solution is actively used rather than simply installed.

- Test duration set (recommended: 14 days)
- Kick-off date agreed: _____
- Prerequisite checked: All participants have downloaded the app in advance and logged in
- At the kick-off: Objectives and purpose explained (Which tool is being replaced?)
- At the kick-off: Benefits for participants explained
- At the kick-off: Live demonstration by Teamwire
- At the kick-off: Test period officially launched (first message/alert sent to the group)



Phase 2

Successful proof of concept
for Teamwire

Technical set-up and safety check

For organisations where security is critical, this is the very essence of the PoC and its most distinctive feature compared with consumer messaging apps such as WhatsApp or Signal.

Select operating mode

By default, the free PoC is carried out in the sovereign public cloud. Private cloud and on-premises environments can also be tested (requires a higher initial investment and is subject to a charge).

Option selected: _____

Check compliance and architecture

Verify the security features in practice, rather than simply rubber-stamping them on paper.

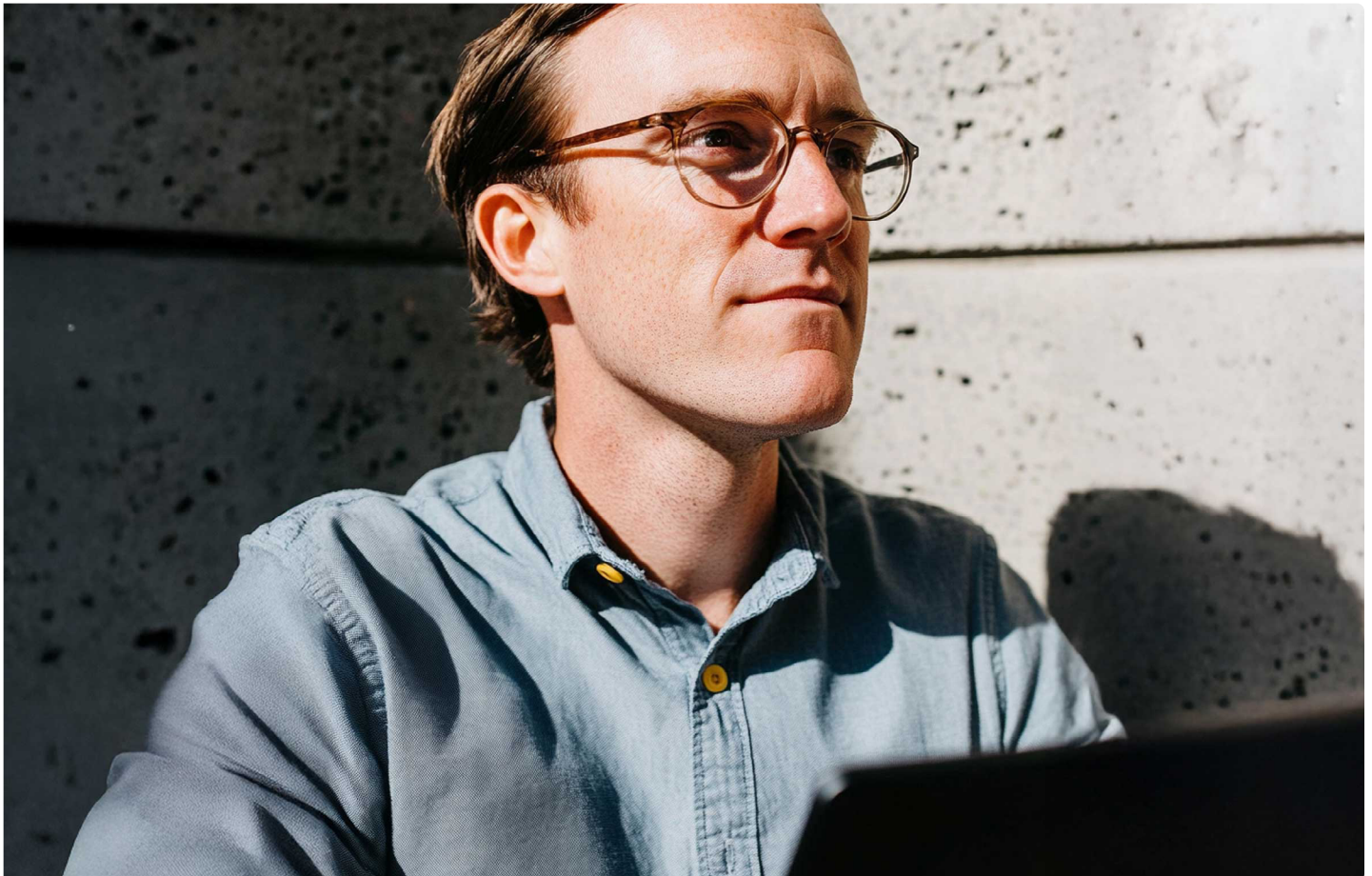
- Zero-trust architecture confirmed as the underlying security concept
- Certifications verified (ISO 27001, BSI C5) – evidence and scopes of application provided
- GDPR compliance clarified (including data processing on behalf of others; does data leave the EU legal jurisdiction? See US CLOUD Act)

- Understanding encryption (metadata is also protected, etc.)
- Data minimisation checked (Is only the necessary data being collected?)
- Other criteria relevant to the company: _____

Testing integration

Seamless integration is often crucial for future scalability.

- Mobile Device Management (MDM) integrated
- Directory service for user management integrated
- Audited for audit-proof archiving (if relevant)
- Other criteria relevant to the company: _____



Phase 3

Successful proof of concept
for Teamwire

Operation using real-world scenarios

Test using realistic scenarios from your organisation's day-to-day operations, not artificial, simulated situations. The focus will be on different scenarios depending on the sector.

- Police/Public safety: Alerting, real-time locations, operational coordination, exchange of operational information
 - Critical infrastructure: Crisis communication in the event of incidents, coordination of emergency response teams, communication in exceptional circumstances
 - Public authorities: Secure internal communication, replacing insecure methods (e.g. WhatsApp), mobile connectivity for field staff and those working from home
 - Healthcare: Handover between shifts, coordination within the treatment team, sharing of patient-related information
 - Users are actively supported (onboarding, a dedicated point of contact, a simple feedback channel in place)
 - Other scenarios relevant to the company:
-

Notes:

Phase 4

Successful proof of concept
for Teamwire

Evaluation based on the KPIs

Evaluate the results in a structured manner based on the success criteria you defined earlier. Record a brief conclusion for each point.

- Adoption rate: regular, voluntary use

Result:

- Response times for critical messages and alerts

Result:

- Reliability (reliable communication even under load)

Result:

- Safety assessment (have all Phase 2 checkpoints been met?)

Result:

- User acceptance (usability, benefits, qualitative feedback)

Result:

- Replacing shadow IT (will private apps such as WhatsApp be phased out?)

Result:

Phase 5

Successful proof of concept
for Teamwire

Decision-making and scaling

Based on the analysis, you can make an informed decision and prepare for the transition.

- Business case or procurement proposal drawn up (costs, benefits, risk assessment; where applicable, basis for the tendering process)
- Scaling plan defined (phased roll-out from the pilot group to the entire organisation)
- Training and change management planned (to ensure acceptance and use by all staff)

Overall assessment of the PoC:

- Positive – preparations for the launch are underway
- Subject to conditions – outstanding issues:

Negative – Reason: _____

Avoiding common mistakes

Keep an eye out for the following pitfalls:

- no clear objective (lack of a basis for evaluation),
- too short a duration (no reliable picture of acceptance),
- the wrong test group (skewed results),
- IT testing without end users,
- failure to involve data protection officers and the staff council,
- lack of a basis for comparison.

Your next step

Do you have any questions, or would you like to introduce Teamwire to your organisation? Book an appointment with our sales team and get some advice.

Please get in touch by phone or email:

Telephone

+49 89 1222199 21

Email

sales@teamwire.eu

Further information

www.teamwire.eu

Teamwire GmbH
Tittmoninger Straße 11
81679 Munich, Germany

All rights reserved – including those concerning the reproduction, editing, distribution and any kind of exploitation of the contents of this document or parts thereof outside the limits of copyright law. Actions in this sense require the written consent of Teamwire. Teamwire reserves the right to make updates and changes to the content. All data and content visible on screenshots, graphics and other visual material are for demonstration purposes only. Teamwire assumes no responsibility for the content of this presentation.

