



THE INFORM TEAM

Microsoft 365 Adoption

12 June 2025

POTENTIAL ROLES NEEDED FOR THIS SERVICE

Project co-ordinator	Supports project managers with administrative tasks, communication, and coordination for the streamlined execution of projects.	£550.00
Project manager	Serves as the main contact for clients, ensuring projects meet deadlines, budgets, and client expectations.	£750.00
Senior project manager	Leads complex projects, offering strategic guidance, managing resources, mitigating risks, and achieving stakeholder satisfaction.	£950.00
Change manager	Executes customer change strategies, guided by Change Strategy Leads.	£825.00
Senior change manager	Leads junior staff in executing customer change strategies, under Strategic Change Manager's guidance.	£1,100.00
Strategic change manager	Directs central change team, sets vision, and manages customer accounts	£1,500.00
Culture consultant	Aligns organisational culture to support client project changes.	£1,250.00
Senior culture consultant	Guides in cultural dynamics, crafting transformative change strategies for clients.	£1,800.00
Strategic culture consultant	Develops strategies for cultural transformation aligned with strategic organisational goals.	£2,500.00
Communication consultant	Ensures consistent brand and tone in all campaign materials; crafts engaging content.	£770.00
Senior communication consultant	Refines content, aligns with key messages, and ensures consistent brand communication across platforms	£1,000.00
Strategic communication consultant	Designs comprehensive communication strategies, shapes brand voice, and identifies audience needs for optimal results.	£1,500.00
Training administrative	Manages training schedules, aligns with client needs, ensures trainer quality, and provides performance data.	£600.00

Training consultant	Delivers training interventions, collaborates with specialists to achieve desired outcomes.	£770.00
Senior training consultant	Provides expert training interventions with extensive subject experience.	£825.00
Strategic training consultant	Creates custom training programs that align with organisational goals for sustained performance improvement.	£950.00
Junior designer	Assists senior designers in creative tasks with quick turnaround on small projects.	£710.00
Middleweight designer	Produces daily required assets in collaboration with senior designers.	£875.00
Senior designer	Leads creative projects to develop brand identity and campaign elements.	£950.00
Motion graphics designer	Creates animations and videos, including storyboarding and directing.	£850.00
Accessibility delivery consultant	Ensures projects meet accessibility standards and enhance user inclusivity.	£1,200.00
SharePoint/UX	SharePoint UX plays a critical role in making the platform user-friendly, intuitive, and effective, ultimately contributing to improved productivity, collaboration, and user satisfaction within organisations. It Facilitates navigation, improves user interface (UI), Enhances usability, optimises content discovery, promotes collaboration, ensures accessibility, and supports mobile usage.	£1,050.00
Soft Skills Trainer	Soft skills champions are individuals within an organisation who excel in fostering, promoting, and embodying soft skills among their peers and teams. Their role involves various responsibilities and activities aimed at cultivating a positive work environment, enhancing communication, collaboration, and overall effectiveness	£975.00
Storyteller	A storyteller is someone who crafts and shares narratives, often through spoken word, writing, visual media, or performance, with the purpose of entertaining, educating, inspiring, or conveying messages. The role of a storyteller can vary depending on the context and medium. Responsibilities are crafting stories, engaging audiences, conveying messages, connecting with people, preserving culture, educating, and informing, entertaining and collaborative.	£950.00

Events management	An end-to-end comprehensive planning and execution service for events, including venue finding, agenda shaping, engagement mechanics and so much more	£775.00
Event hosting	Providing professional and personable compares, hosts and facilitators for events and conferences and workshops	£3,000.00
Brand designers	Play a crucial role in establishing brand recognition and creating a cohesive brand image across various platforms and mediums.	£950.00
Communication business partners	Communication Business Partners play a vital role in driving organisational success by facilitating effective communication, building relationships, managing reputation, and ensuring alignment with strategic goals and objectives.	£850.00
Data analyst	A data analyst is responsible for interpreting and analysing data to uncover insights, trends, and patterns that can inform decision-making and solve business problems	£800.00
Business analyst	A business analyst serves as a bridge between business stakeholders and technology teams, facilitating communication and understanding to help organisations improve processes, products, services, and systems.	£925.00
Technical writer	A technical writer is responsible for creating clear, concise, and accurate documentation that explains complex technical concepts, processes, products, or services	£1,100.00
Content designer	A content designers play a critical role in crafting engaging and effective digital experiences by creating content that informs, guides, and delights users while driving business outcomes	£950.00
Delivery manager	A delivery manager is responsible for overseeing the successful delivery of projects or products within an organization. Their primary role involves managing resources, timelines, budgets, and risks to ensure that projects are completed on time, within scope, and within budget while meeting quality standards and stakeholder expectations.	£9,50.00
Interaction designer	An interaction designer focuses on creating intuitive and engaging user experiences by designing the interaction between users and digital products or services. Their primary role involves understanding user needs, behaviours, and goals to design interfaces that are easy to use, visually appealing, and efficient.	£1,050.00

Product manager

A product manager is responsible for overseeing the development, launch, and ongoing success of a product or service within an organisation. Their primary role involves defining the product vision, strategy, and roadmap in alignment with business goals and market needs.

£995.00

VAT is excluded