Champion Agreement

This agreement defines the role, responsibilities, and expectations for a Champion participating in the successful rollout and continuous improvement of Microsoft 365 and the Power Platform.

# Champion Responsibilities

As a Champion, you agree to:

* Serve as the primary contact for [Team/Department Name] regarding Microsoft 365 tools and the Power Platform.
* Dedicate approximately 2–4 hours per week for Champion-related activities, including:  
  - Reviewing product updates  
  - Participating in feedback sessions  
  - Engaging in early testing of new features

- Answer user questions

* Attend and contribute to Champion check-ins:  
  ☐ Weekly ☐ Bi-Weekly ☐ Monthly (select one)
* Promote user adoption through peer support, encouragement, and example.
* Share product updates, tips, and resources with your team.
* Gather and communicate feedback, pain points, and success stories to the product team.
* Support onboarding of new users by answering questions and sharing training tools.
* Stay informed on new features, releases, and known issues.
* Collaborate with fellow Champions to align feedback and identify opportunities for enhancement.

# Support Provided

Champions will receive:

* Priority access to training, product documentation, and resources
* Direct input opportunities into Microsoft feedback
* Early access to upcoming features or pilot programs [Check with IT about early access]
* Direct line of communication to the [collaboration] team

# Acknowledgment and Agreement

I understand and accept the responsibilities of a Champion and agree to contribute to the success of Microsoft 365 and the Power Platform in my team.

|  |  |
| --- | --- |
| Champion Name |  |
| Department/Team |  |
| Start Date |  |
| Commitment Frequency | ☐ Weekly ☐ Bi-Weekly ☐ Monthly |
| Estimated Weekly Hours | ☐ 2 hours ☐ 4 hours ☐ 8 hours |

## Digital Signatures

Champion:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

Champion’s Supervisor/Manager:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_