

2023 Year in Review – Looking Forward to 2024

At the end of the year let's look back and see what was successful in your Digital Workplace. Was it a social campaign? Did you start a new page that added value? Clean up some outdated files? - Let's celebrate!

List the wins and achievements for 2023:

Win	Result	Stakeholders
<i>(example: implemented recommended results)</i>	<i>(Users found info accurate & fast)</i>	<i>(All users)</i>

Be sure to share these with your team, add them to your annual employee review, and reflect on what you have achieved in the last 12 months! Hooray!

Looking forward to the New Year...

What do you want to achieve in 2024? Let's talk about what areas that need improvement? How can you and Igloo Software partner to evolve and develop your digital workplace to best serve your users in the areas of:

- **Corporate Communications**
- **Collaboration**
- **Knowledge Management**
- **Culture and Engagement**

Example: Onboarding Solution, create more Champions, add more social engagement, improve search experience. What have other stakeholders asked for?

Put together this wish list, and your Customer Success Manager will work with you through the year on these goals. Let's plan the path to what success will look like in 2024!

- **What:** What do you want to accomplish?
- **Who:** Who is your audience? Who are the Stakeholders?
- **Which:** Identify requirements and constraints.
- **Why:** Determine the specific reasons, purpose or benefits of accomplishing the goal.

What?	Who?	Which?	Why?

Major Event Calendar

Put down all the events happening in 2024 – reach out to HR, Marketing, Operation. Don’t forget to add the ones that are Quarterly, Annual, and Seasonal Events.

Example:

Month	Event	Need	Stakeholders
February	Townhall	Announcements, recording, countdown Event - RSVP	Executives, Operations/HR
October	Halloween	Photo page, Event	Social Committee

EVENT CALENDAR

Month	Event	Need	Stakeholders
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Igloo Software is excited to work with you in 2024!