



## SharePoint Migration Assessment

**This session and the subsequent assessment report will help your business in the preparation of migrating from SharePoint on-premises to SharePoint Online.**

SharePoint is your mobile, intelligent Intranet that enables Companies and people to share and manage content, knowledge and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organisation.

The session covers the initial planning and discovery phases of the project by proactively uncovering the gremlins that may prevent your SharePoint migration from succeeding.

**Supported Source Systems:** SharePoint 2013, SharePoint Server 2010, SharePoint Foundation 2010, SharePoint Server 2007 & File Shares

# 1 day on-site with stakeholders

1. Install Migration Assessment tool and set running
2. Introductions – Who is Circyl?
3. Know your Customer
  - a. Business overview in terms of size, structure and operations.
  - b. Current Microsoft environment
  - c. Current licensing model
  - d. Associated projects
  - e. Integrations in to the current environment
  - f. Business compliance requirements
4. Discussion on Business Roadmap for SharePoint
  - a. What business objectives/requirements are you looking to resolve with this migration?
  - b. What workloads do you intend to use SharePoint for?
  - c. Are there other products with Office 365 that can be leveraged following migration?
  - d. Discuss Governance of the environment in terms of roles and responsibilities
  - e. Is a 30 day free demo environment required?
5. High level review of the Migration Assessment tool results
  - a. Identify SharePoint Limitations - Are you familiar with EVERY site within your SharePoint Farm? It's a time consuming and manual process to look for large files, checked-out documents, or lists where the limits have been exceeded.
  - b. Assess Your SharePoint Security - How has your SharePoint governance been followed? Are you 100% confident that users will only see content they have access to in your new environment? We analyse key areas in SharePoint security to let you know if your system is secure, and provide recommendations to fix issues before you migrate.
  - c. Evaluate Your Storage Needs - The fastest migrations only move content that is necessary. Identify stale data, unused documents, large videos and unique file formats that aren't wanted in your future SharePoint environment. We not only look at what is in your system and predict how it will grow in the future, but also provide feedback on how to manage your storage costs.
6. Wrap and Next Steps

## 2 Days off site Migration Assessment Report writing

- Summary of current SharePoint environment
- Summary of migration report (concerns and issues to be addressed)
- Suggested Information Architecture given future requirements
- Suggested Governance controls, Roles and Responsibilities
- Suggested migration approach
- Migration approximate costs and timescales



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