

Cloud Collaboration Assessment Statement of Work

Pre-engagement High Level Analysis

Pre
engagement
High Level
Analysis

Pre assessment
Discovery detail
Questionnaire

Pre-Kick off
meeting ppt

The Pre-engagement High Level Analysis typically is a meeting organized prior to the actual kickoff. During this meeting, the consultant will introduce the Executive Sponsor to the Governance Plan engagement and first requirements for a High-Level Analysis, discuss the upcoming activities, align expectations, and establish timelines. At the end of the Pre-engagement High Level Analysis, the customer will be provided with the Assessment Discovery questionnaire and is asked to respond to the questions ahead of the next sessions.

Objectives

The objective for the Pre-engagement High Level analysis is to provide a High-Level overview of the engagement and required resources, particularly the following:

- Introduce the Governance Plan engagement High Level Plan.
- Describe and discuss upcoming activities.
- Provide the Pre-Assessment discovery questionnaire to be answered prior to the kickoff meeting.

Customer resources

- Executive Sponsor and or Project Manager
- Service Owner
- IT leader

Consultant resources

- M365 Specialist (Teams, SharePoint and One Drive)
- Project or Engagement Manager

Deliverables

The deliverables of the pre-engagement high level analysis are defined as:

- Agreed date for the Discovery questionnaire to be completed.
- Confirmed schedule with attendee list for the engagement.

These deliverables will serve as input to the next steps. We recommend recording the meeting for future reference and archives, always ask and let the participants know before they start recording.

Kick off meeting.



In this meeting we go through the overview of the engagement with the entire team, ideally the participants of your Governance Core Team should be present. This will ensure that all project team members understand the objective and contents of the engagement. During this meeting, the consultant will introduce the customer to the Governance Plan engagement, discuss the upcoming activities, align expectations, and establish timelines.

Objectives

The objective for the Kickoff session is to provide an overview of the engagement and agree on the scope, schedule and required resources, particularly the following:

- Introduce the team to the customer and set the stage for the project.
- Introduce the Governance Plan engagement.
- Describe and discuss upcoming activities.
- Align expectations and timelines.
- Allocate resources.
- Discuss the engagement scope.
- Confirm information about the customer's requirements.

Deliverables

The deliverables of the kick-off meeting are defined as:

- Confirmed schedule with attendee list for the engagement.
- Validate sessions for the engagement and Assemble of the Governance Team.
- Record any changes to engagement scope in accordance with our change management process.