

# Smoothly Transition File Shares to M365 with Comprehensive Assessment and Planning



## Timeline

**Week 1:** Initial consultation and requirement gathering.

**Week 2:** Inventory collection and analysis reporting.

**Week 3:** Migration plan preparation and collection of stakeholder feedback.

**Week 4:** Finalization and delivery of refined migration plan.

## Overview

Initiate your File Shares migration assessment & planning with our migration solutions. We assess and derive plans to migrate content from File Shares to Microsoft 365, ensuring accuracy, security, and efficiency for a successful migration.

## Key Features

### ✦ User & Technical Analysis

Conduct comprehensive assessments to identify user needs and evaluate technical aspects of current File Shares setup, ensuring alignment with migration goals.

### ✦ Migration Strategy & Planning

Develop customized strategies and change management initiatives tailored to your organization's requirements, ensuring a smooth transition.

### ✦ Stakeholder Engagement & Communication

Strategically plan communication to keep stakeholders informed and proactively engage key stakeholders for alignment and addressing concerns.

### ✦ Documentation & Reporting

Create detailed documentation and provide regular progress reports for transparency in migration assessment and planning.

## Deliverables



Get meeting summaries & project scope with concise meeting records and a thorough document defining project goals and scope.



Providing comprehensive inventory assessment report for detailed insights into your File Shares environment.



Tailored migration plan designed to seamlessly transition your File Shares to M365.



Refining migration plan outlining specific steps, timelines, and roles based on stakeholders' feedback, ensuring a smooth transition to M365.

## Next Steps

- ✦ Schedule an initial consultation to discuss your needs and tailor the migration plan.
- ✦ Start with an assessment to gather data, refine strategies, and receive a comprehensive plan for a smooth migration process.