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JOURNEY TO OFFICE 365

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Journey to Office 365: The key factors for a successful transformation

#1 Define your vision of Microsoft 365 and identify the company worksites

Provide total understanding of your business goals, what employees need to achieve them and the difficulties they face.

#2 Classify and prioritise solutions and create a transformation plan

Identify the key resources, transform your worksites into scenarios, define the roles & responsibilities. Set out a roadmap for implementing the transformation plan.

#3 Formalise project and transition plans

Take account of all the technical, organisational and security components and their prerequisites so you can define the means and strategy for the target implementation

#4 Embark on the project at a company level

Provide the company's decision-making bodies with a clear reading of the project components and bring them together as part of a transformation shared and carried forward by everyone involved

Journey to 365

#1 — **Define your vision of Office 365 and identify the company worksites**

#2 — Classify and prioritise solutions and create a transformation plan

#3 — Formalise project and transition plans

#4 — Embark on the project at a company level

The agenda

Understanding the Office 365 tools:

- Presentation of the solution
- Vertical use cases
- Working together and communicating with Office 365
- Addressing the needs of the company

Your technical and business line scopes:

- The objectives & and issues of your transformation
- The technical context: Source and target infrastructures, business line components and applications
- The business line context: needs, curbs, ambitions, opportunities
- The associated technical prerequisites

Identifying the worksites and having a vision of the transformation:

- Identifying the worksites of your transformation
- Aligning the worksites with the Office 365 ecosystem
- Setting out a vision of your transformation

Potential Targets& Participants

- ISD/ Technical team
- Communication, HR
- Business line management
- Sponsors

Process

- Telephone overview of subject organisation & participants
- Workshop for understanding Office 365 and defining the technical and business line scopes
- Technical questionnaire to be completed by the technical teams
- Reconstruction of the vision of your transformation: Worksites, prerequisites, organisations, sequence, projection

Deliverables

- Workshop support
- Technical questionnaire
- Reconstruction support

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Journey to Office 365 – Focus: IT Governance and Security

The agenda

Security of users and data:

Provide an IT security component to your rollout

- Managing rights
- User lifecycle
- Security groups
- Automation of access rights and sharing
- Securing data, DLP, Labelling
- Security solutions: RMS, GDPR compliance, management via EMS

IT Governance & Administration of the environment:

After the phase to gather the context, how to involve IT and the support for better administering and guiding the business line in deciding suitability.

- Feedback,
- Best Practices Support and IT
- Presentation of the terms for rolling out the Tools: OneDrive, Teams, etc.
- Administration of the collaborative spaces to be implemented.
- Governance Automation

Potential Targets& Participants
- ISD/ Technical team
- Communication, HR

Process
- Telephone overview of subject organisation & participants
- Workshop Security & Governance
- Reconstruction of the vision: prerequisites, organisations, sequence, projection

Deliverables
- Workshop support
- Technical questionnaire
- Reconstruction support

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Journey to 365

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The agenda

Defining the scenarios and classifying them by order of priority:

- Validating the technical worksites
- Moving from technical worksites to business scenarios
- Defining user scenarios and adoptions
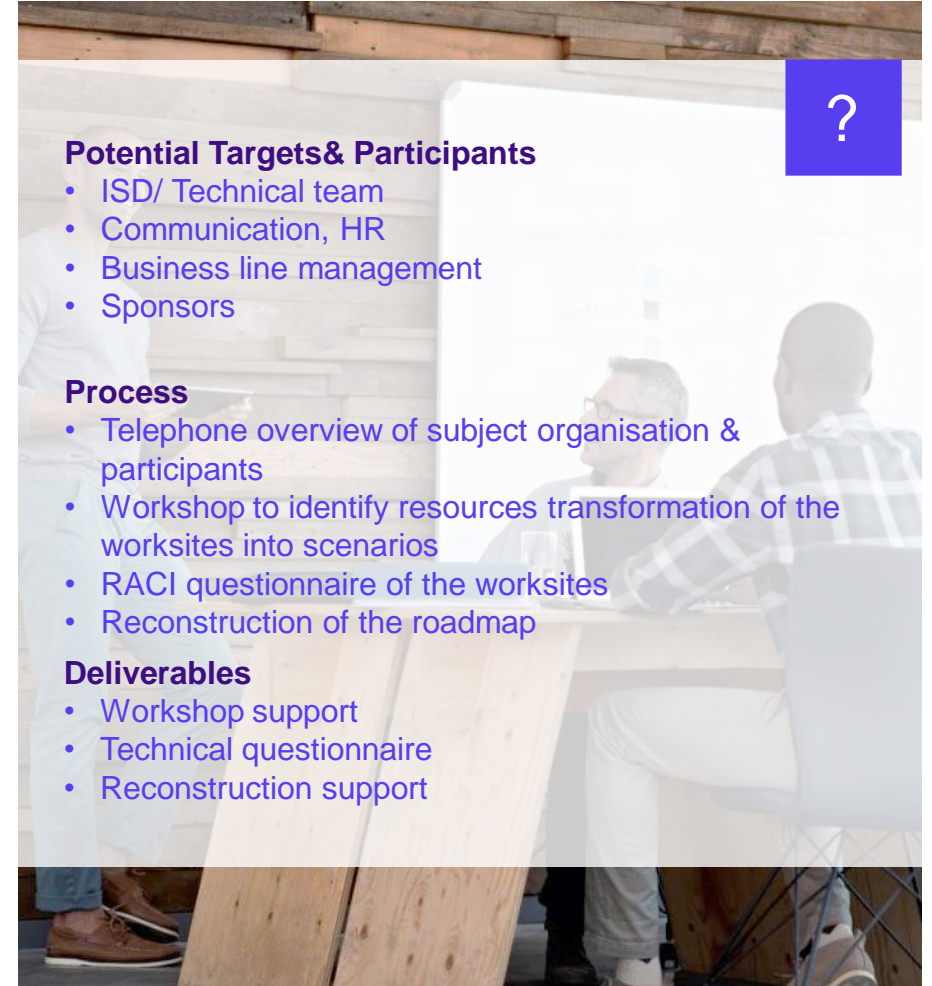- Validating and prioritising scenarios

Defining the champions, key resources and incorporating them into the plan:

- Identifying the technical resources and their scope
- Defining where the champions fit into the project
- Involving the sponsors in the transformation
- Defining the roles and responsibilities in the plan

Creating a transformation plan, planning the worksites:

- Planning the implementation with the realities of the business
- Defining a roadmap by scenarios and players
- Being ready to launch the transformation!

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Potential Targets& Participants
- ISD/ Technical team
- Communication, HR
- Business line management
- Sponsors

Process
- Telephone overview of subject organisation & participants
- Workshop to identify resources transformation of the worksites into scenarios
- RACI questionnaire of the worksites
- Reconstruction of the roadmap

Deliverables
- Workshop support
- Technical questionnaire
- Reconstruction support

Journey to 365

#1 Define your vision of Office 365 and identify the worksites

#2 Classify and prioritise solutions and create a transformation plan

#3 **Formalise project and transition plans**

#4 Embark on the project at a company level

Define an implementation strategy aligned on the organisation and the issues of the company
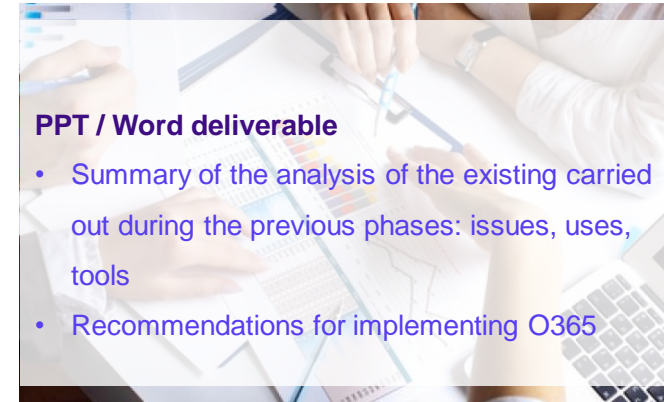
Producing a detailed framework of the transition pathways….

- The technologies / technical components to be implemented
- The associated prerequisites
- The scope of the cover: technical, functional (uses)
- The security of identities and access
- Data security
- The scalability of the solution
- The main lines of the target organisation strategy and governance
- The main lines of the target change management strategy (adoption/communication/training)

PPT / Word deliverable

- Summary of the analysis of the existing carried out during the previous phases: issues, uses, tools
- Recommendations for implementing O365

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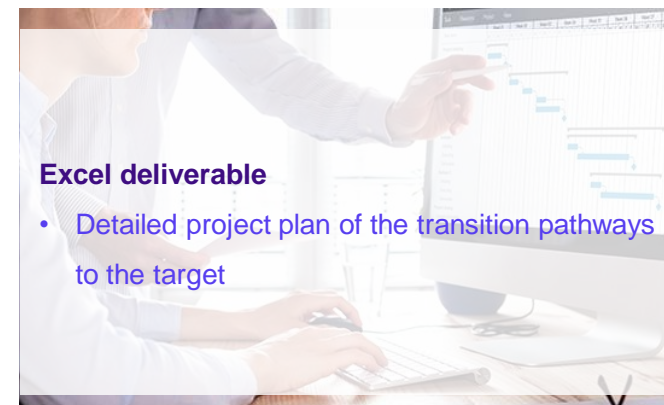**…and formalising the proposed plan to reach the target:**

- Structural assumptions (volumes, etc.)
- Identification of the & prevention plan
- List of transition worksites: content, estimated duration/workload, RACI/profiles, technical risk/lead time, associated deliverables
- Macroplanning of the implementation of worksites

Excel deliverable

- Detailed project plan of the transition pathways to the target

Journey to 365

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#4   **Embark on the project at a company level**

Journey to Office 365 – Embark on the project at a company level

Sharing the components of the project and bringing together the various departments involved to initiate the transformation project

**Summary document
and
Reconstructions at a formal 3-hour session**

Provide a level of reading and understanding that suits everyone

- Produce a summary document (PowerPoint format):
  - Recommendations for the implementation of Office 365
  - From project plan setting out the transition pathways to the target

- Guidance of your teams in formalising and presenting this summary document at a formal reconstruction to the ISD, GM and operating departments

Journey to Office 365 – the benefits of the process

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Bringing you a 360° views of the transition pathways so that your rollout of Office 365 can run smoothly

A roadmap and a project plan that take account of the technical, functional (uses) and organisational dimensions

Involvement of the IT, Communication, HR departments, business lines and sponsors so that the expectations and prerequisites of everyone can be taken into account

Clear and appropriate documentation to facilitate exchanges and decision-making, engagement of the company

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Journey to Office 365 – Budget
A modular approach closest to your objectives

Identify the opportunities of Office 365 for my organisation

You are initiating your Office 365 project and want to prioritise the components to be implemented and define a roadmap

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#1   #2

8 000 €

Frame your Office 365 project

You have defined your project and want to define the transformation project plan to the target

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#3   #4

20 000 €

Establish an end-to-end vision

You are waiting for overall guidance, from the identification of opportunities to the development of the project plan prior to rollout

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#1   #2   #3   #4

25 000 €

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Customer Stories

CUSTOMER SUCCESS STORY

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Occupational training body

Issues

- As part of its transformation, Infeeny wanted to develop collaborative practices, while making the working environment secure

Project scope

- Management of identities, access rights
- Collaborative environment 12 000 sites

Econocom's answer:

- End-to-end technical guidance through the phases of preparation, analysis, implementation and guidance.
- Migration of SharePoint collaborative spaces to SharePoint Online

Benefits:

- Reduction in the number of servers and the complexity of the collaborative architecture.
- Modernisation of the user workstation and collaborative experience

CUSTOMER SUCCESS STORY

Distributor of business materials

Issues

- Modernisation of the work environment and the collaboration processes
- Identify new uses and new opportunities for staff
- Encourage the Work-Life Balance

Project scope

- Approximately 1 200 users
- Messaging hybridisation
- Implementation of a Modern Workplace
- Rollout of Win10, Intune and Autopilot

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Econocom's answer:

- Proposal for the implementation of a synchronisation of identities
- Hybridisation and migration of the messaging service
- Guidance in the rollout and modernisation of the client workstation to Microsoft Intune, Microsoft Autopilot
- Proposal for the implementation of a Digital Workplace
- Security proposal

Benefits:

- Encourage the work-life balance
- Improve individual productivity
- Emphasise "Stock – Find – Share"
- Enhance business communication, collaboration and enrich the company service catalogue

CUSTOMER SUCCESS STORY

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European certification body

Issues

- Produce an opportunity study for the rollout of the Microsoft Cloud and identify a schedule of worksites to propose a process towards Microsoft 365 and the potential benefits

Project scope

- Splitting the identity part with the European parent entity
- Modernisation of the workstation and its environment while complying with the European regulations in effect through various scenarios

Econocom's answer:

- Identification of worksites (Identity & Access, Security, Communication, Collaboration)
- Proposal for the hybridisation of collaborative scenarios (OpenText + NextCloud + Microsoft 365)

Benefits:

- Modernisation of the workspace
- Better governance of data and applications
- Improvement of security rules
- Scalability of collaborative functions
- Retention of interoperability between technologies