

# Secure Remote Workplace Jumpstart

More security than ever in a distributed workforce.

In one week, you will go from zero to hero on secure remote workplace enablement with hands-on experience in a proof of concept with the Microsoft 365 security tools, enabling secure remote management of your Office 365 environment, Windows 10 devices, and both corporate and BYOD Android and iOS devices. The following is an outline of the material that will be covered in the one week engagement:

## 1. Kickoff – half-day

This workshop begins the planning process by giving the project team an overview of the key considerations to plan a successful Microsoft 365 consolidation, including both the technical considerations as well as change management planning. In addition to the project overview, this workshop also takes the project team through an immersion experience of “a day in the life” of a Microsoft 365 user. This experience allows the team to see what is possible on the platform to make informed decisions on what feature to target.

Topics include:

- Project overview
- Timeline expectations
- Dependencies and workstream overlap
- Change management, training, and adoption
- Immersion experience

## 2. Identity and Access – 1-2 days

Azure Active Directory is the identity platform for all Microsoft 365 tenants, regardless of integration with on-premises Active Directory, synchronization, or other identity providers. Planning the Azure Active Directory configuration, synchronization, and integrations for the new environment is the objective of this workshop, as well as the migration path. Since these elements are so foundational to support the rest of the platform, this workshop is typically done first.

Topics include:

- Identity and access overview
- Synchronization and sign-on models
- Azure Active Directory Connect
- Multifactor Authentication (MFA)
- Self-Service Password Reset (SSPR)
- Migration and coexistence
- Change management, training, adoption

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## 3. Messaging – 1-2 days

If you said in jest that people can survive about 2 weeks without food, 2 days without water, and 2 hours without email, you wouldn't be that far from the truth. The messaging workshop plans the configuration of Exchange Online and Exchange Online Protection in the new environment, and even more importantly the key considerations to plan a smooth migration of mail, contacts, and calendars with as little disruption as possible.

Because of the significance of email in the workflow of most employees, minimizing disruption here (or failing to) will significantly color the overall migration experience for the end user population. Planning to migrate staff in batches based on the assessment results allows you to set accurate expectations, create predictable results, and provide a consistent experience.

Topics include:

- Mailbox basics
- Domain management
- Exchange Online Protection (EOP)
- Mail flow
- Calendaring, permissions, delegation
- Mailbox features
- Messaging Records Management (MRM)
- Coexistence, Trusts, Federation
- Migration planning
- Change management, training, adoption

## 4. Teams – 1-2 days

Teams is the communication and collaboration hub of Microsoft 365 and is becoming the front end of the Microsoft 365 experience for more and more use cases. With the combination of both synchronous communication and conferencing tools as well as chat-based workspaces for asynchronous conversations. The key to success with Teams is to balance productivity enablement with the need to maintain organization, governance, and security. A proper governance framework provides the guard rails to let employees empower themselves with collaborative access and self-service capabilities without creating a Wild West scenario. This workshop focuses on designing how the Teams environment will be used, which will drive the technical configuration and migration.

Topics include:

- Peer-to-peer
- Conferencing
- Calling
- Teams and channels
- SharePoint integration
- Lifecycle management
- Application integration
- Security, compliance, data governance
- Migration and coexistence
- Change management, training, adoption

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## 5.SharePoint and OneDrive for Business – 1-2 days

SharePoint and OneDrive for Business provide the file sharing, document management, and intranet capabilities of Microsoft 365. This workshop will cover technical migration hurdles of the content migration, the cutover plan, as well as information architecture planning. The plan for these workloads often depends significantly more on organizational decisions rather than technical configuration.

Topics include:

- Overview
- Limitations
- Teams integration
- Information architecture
- Taxonomy and metadata
- Sharing, permissions, access reviews
- Security, compliance, data governance
- Migration and coexistence
- Change management, training, adoption

## 6.Security and Compliance – 1-2 days

Although security and compliance planning is part of the independent workshops, it's important to plan a holistic security and compliance strategy for the entire platform. This approach ensures the policies for each specific area are extended from a unified foundation, resulting in a comprehensive framework rather than a disparate collection of policies.

Topics include:

- Overview
- Zero trust, identity centric model
- AAD Identity security
- Strong authentication
- Windows Hello for Business
- Data Loss Prevention (DLP)
- Microsoft Defender
- Security and Compliance Center
- eDiscovery
- Access lifecycle management
- Conditional access
- Licensing
- Migration and coexistence
- Change management, training, adoption