Kloudify technologies

G-Suite Migration Proposal

Prepared for:

Created by:

Kloudify Technologies

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1. Project Scope

The requirements and scope for the concerning project would be to create a new Microsoft email tenancy, provide email services to all users and migrate across data

Subject	Value
Number of Mailboxes:	x mailboxes
Target Email Service Provider:	Office 365 Exchange Online
Data	x
Team Set-up	Email data, contacts and calendar

2. Pre-Requisites:

Following listed are the pre-requisites that are needed to be fulfilled to make the migration go successful and as expected.

1. Move Emails from x- **Admin Access to x mail environment.**
2. User Details **– First and Last name, email address and password for each user**
3. Migrate the Domain and change the DNS records at Cutover – **Domain and DNS Registrar Admin Access**
4. To setup the Users – **Microsoft 365 Tenant Portal Admin Access** (if new Kloudify to set up new O365 portal)

3. Technical Deliverables

Listed below are the technical scope of work that would be performed to achieve the desire resultant and end goal:

- Create New Tenant in Microsoft 365
- Adding and Verifying Domain currently in use in Office 365 Portal
- Adding the Customer in the Migration tool
- Creating Source Endpoint
- Creating Destination Endpoint

- Creating required Users in the Office 365 Portal and Licensing them
- Prepare and use the Excel file for bulk User Mapping for the Migration
- License all the Users with respective Migration tool licenses
- Initiate a Verify Credentials Migration to check for any errors
- Initiate a Pre-Stage Migration
- Performing the Cutover and Configuring the DNS Records as agreed upon
- Apply Zero Trust security policies/MFA
- Migrate data to SharePoint online and map permission accordingly

Note: Microsoft 365 subscription i.e., Microsoft 365 Business Standard, Microsoft 365 Business Basic etc. Should be purchased prior to migration. Recommended subscription to go with for this many numbers of users and with basic emails/ Office applications functionality would be Microsoft 365 Business standard.

4. Outcomes

The outcome of this project would be having all the enabled in the new Microsoft 365 Tenant for email services and Data to SharePoint. Users would be shared with their new credentials of Microsoft 365 hosted Mailboxes, and they may proceed to reset their passwords as needed.

5. Assumptions:

- All pre-requisites are met.
- Internal IT to help the users with onboarding, internal communication, user support and change over.
- Update any internal system or devices with new email notification details.

6. Inclusions:

- Email templates for user communications
- 2 hours of support after migration

7. Exclusions:

- Not Migrated for Mailboxes:
- Calendar Reminders
- Calendar Attachments
- Appointments
- Chat message attachments
- Google Groups for Business (including forums and collaborative inboxes)
- Tasks
- Email attachments that are links to Google Drive
- Some calendar colours

  Not Migrated for G-Drive:
- Personal / Free Google Drive is not supported
- File/folder shortcuts
- Items and folders in "Shared with Me" will not be migrated. Only items in "My Drive" will be migrated. To migrate "Shared with Me" items, they must be added to "My Drive".

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PAYMENT TERMS: 1. 50% upfront payment must be made within 14 days of signing this contract **2.** Project work will only start once the first half of the payment is received **3.** If payment is not processed within the 14 days this contract will be voided and you will incur 25% cost of the project fee as a penalty unless discussed otherwise.