Discovery, Analysis, Migration

4 WEEK IMPLEMENTATION

Discovery Workshops

Whats involved?

- **Information Architecture Session** that includes an overview of site structure, navigation, search, taxonomy, content type and metadata.

- **Information Governance Session** addresses the automation of requests, approvals and the self-service provisioning of teams, sites, libraries, lists and apps.

- **Information Security Session** dives into the definition and configuration of access levels, security group membership management, external access, guest access, sensitivity labelling and Azure information protection.

- **Business Engagement Plan** is a great way to help your organisation embrace digital transformation. In this session, we define 'day-in-a-life-of' user benefits, schedule hand holding sessions, drop-in sessions, training, townhall sessions, pilot planning and cut-over planning. We also define business change champions and managers.

Typical Approach

How we tackle the various stages of a data migration:

- **Phase 1-** Data Analysis: This includes the implementation of analysis scripts and tooling, data extraction, metadata extraction, data analysis holistic followed by detailed. This is rounded off with comprehensive discovery workshops, that address information architecture, governance, security, and strategy.

- **Phase 2-** Definition: Here we create information architecture, the security model, the migration strategy, the business transformation strategy that will assist in the smooth running of the changeover, finally we define the cutover plan.

- **Phase 3-** Premigration: This stage includes bulk migration of data, delta analysis, a premigration assessment and remediation, migration readiness and an initial test migration.

- **Phase 4-** Pilot: Communication, training and engagement for all pilot users, this includes onboarding and feedback sessions. Phase 4 also includes validation of the migration cutover plan.

- **Phase 5-** Migration- In our final phase we stage a delta migration, create deletion scripts, execute validation, cutover and begin early life support. Onboarding wider workforce and ensuring business change success.