Microsoft

# Transition to Cloud Workshop

## Build the Plan Kick-Off

# Agenda

Build the Plan overview

Team introductions

Sessions overview

Questions and answers

# Build the Plan – Scope

Goal: Build the plan for how to transition to Cloud with Microsoft 365 within your organization.

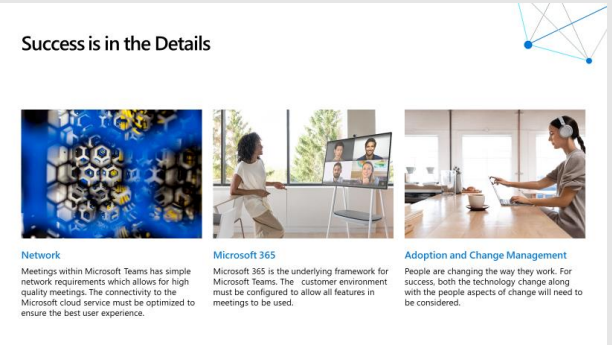
Scope: Following the “Art of the Possible” we want to map the journey to deploy and adopt Microsoft 365. We will talk through your journey by developing a transition roadmap.

## We will achieve this in the following sessions

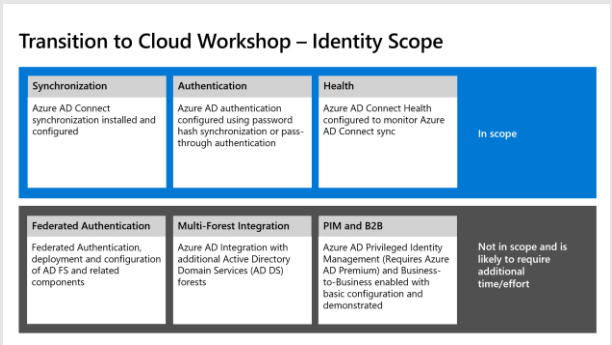
Allow you to understand your current needs and next steps for transiting to cloud in your organization.

- Review of pre-work findings
- Environmental Analysis
- Hybrid Identity Planning
- Activation and Enablement
- Teams Workload Analysis
- Adoption and Usage Scenario Prioritization
- Risks and Mitigations

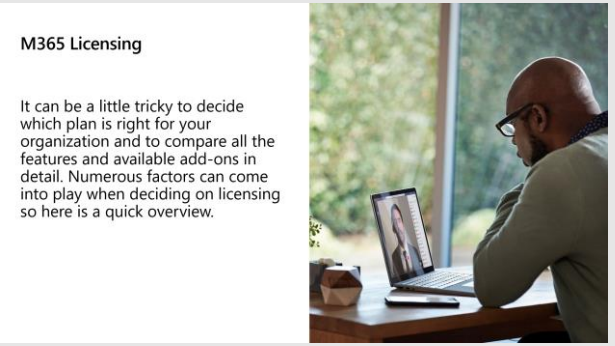
# Build the Plan session's structure



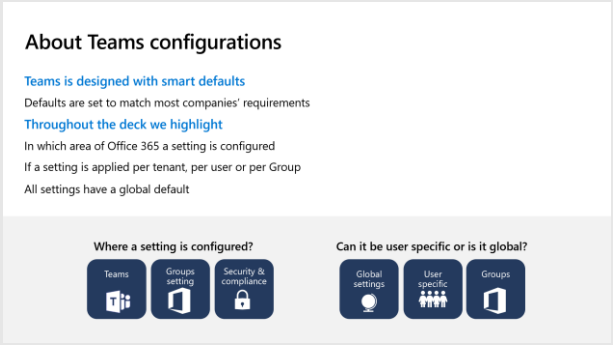

Environmental



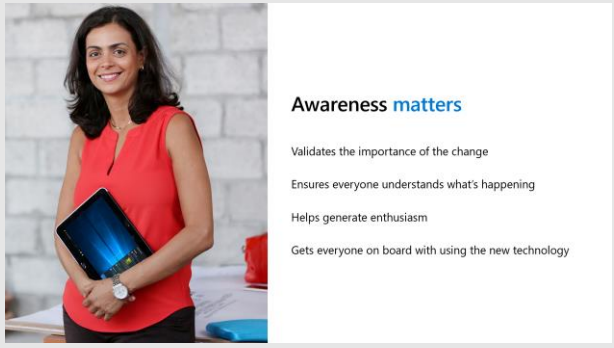

Hybrid Identity Planning




Activation and Enablement




Teams Workload Analysis




Adoption and Usage Scenarios

Risks and Mitigations

# Hybrid Meetings workshop agenda | Core modules

| Phase | Session | Description | Outcome | Customer attendees | Time |
|---|---|---|---|---|---|
| Build the Plan (Core) | Environmental Analysis | This exercise will assess all elements of the environment, including but not limited to AD, Exchange, Teams, SharePoint, Devices, and Security. | Understand your current environment. | Project Mgr,Architect,Network/Security/AV, Helpdesk Lead, Service Owner,IT Pro/Admin | 60 minutes |
| | Hybrid Identity Planning | Review available authentication methods and requirements and determine the preferred authentication option. | Determine authentication options that are right for your organization. | Project Mgr,Architect, Security, Helpdesk Lead, Service Owner,IT Pro/Admin | 60 minutes |
| | Activation and Enablement | Review licensing and configurations within Microsoft 365 to meet the goals & requirements of a secure Teams deployment. | Determine activation and enablement plan. | Project Mgr,Architect,Network/Change Mgmt, Helpdesk,Desktop Lead, Service Owner,IT Pro/Admin | 30 minutes |
| | Teams Workload Analysis | Review Teams landscape, migration needs, integration requirements, end goals and requirements. | Determine which Microsoft Teams workloads to implement and define policies and migration/integration needs. | Project Mgr,Architect,Security/AV/Change Mgmt, Helpdesk Lead, Service Owner,IT Pro/Admin | 90 minutes |
| | Adoption and Usage Scenario Prioritization | The intent of this discussion is to prioritize the scenarios that will be specifically addressed during this workshop. Then make a plan to support adoption and deployment including a communications plan, training resources and a champions network. | Define prioritized scenarios and develop an adoption plan to ensure implementation success. | Project Mgr,Architect, Service Owner,Change Mgmt, Marketing, Training, Dept Leads | 90 minutes |
| | Risks and Mitigations | Review of workshop to identify any risks or mitigations that need to be addressed both short and long term. | Risk and mitigations plan, and identification of technical blockers. | Project Mgr,Architect,Network/Security/AV/Change Mgmt, Helpdesk Lead, Service Owner,IT Pro/Admin | 30 minutes |
| | Report and Recommendations | This session brings together the current environment review with the risks and mitigation plan, to review the overarching deployment plan along with the adoption plan to ensure sucess. | A findings and recommendations report which includes the full implementation guidance as discussed throughout the workshop engagement. | All project Team | 60 minutes |

# Environment and Site analysis

## Environmental

Review the existing technical environment to determine the execution path and any risks or mitigations that need to be addressed.

## Infrastructure

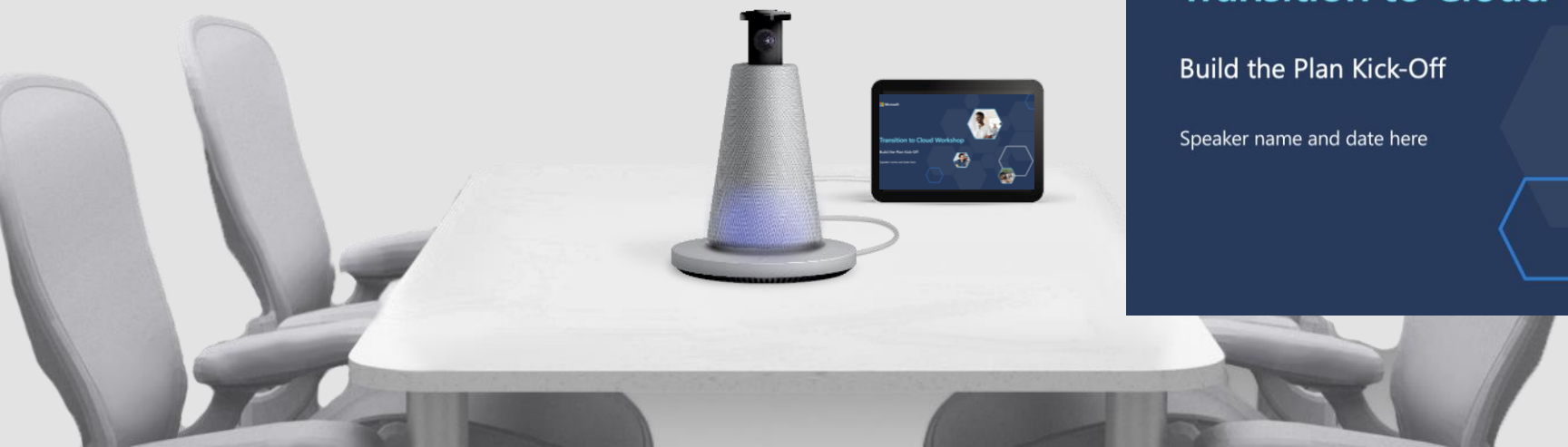
Identify any existing infrastructure dependencies to build an action plan to incorporate them.

## Risks

Identify any technical, procedural, or regulatory risks that should be addressed.

## Site

Review the organization's geographical footprint and determine the demographics and impacting characteristics of those sites.



# Hybrid Identity Planning

## Identity overview

Review available Azure AD integration and authentication methods and requirements and determine the appropriate design to recommend.

## Outcome

Determine authentication options that are right for your organization.

# Activation & Enablement

## Licensing considerations

High-level discussion around licensing available for Office and Microsoft 365.

## Teams clients

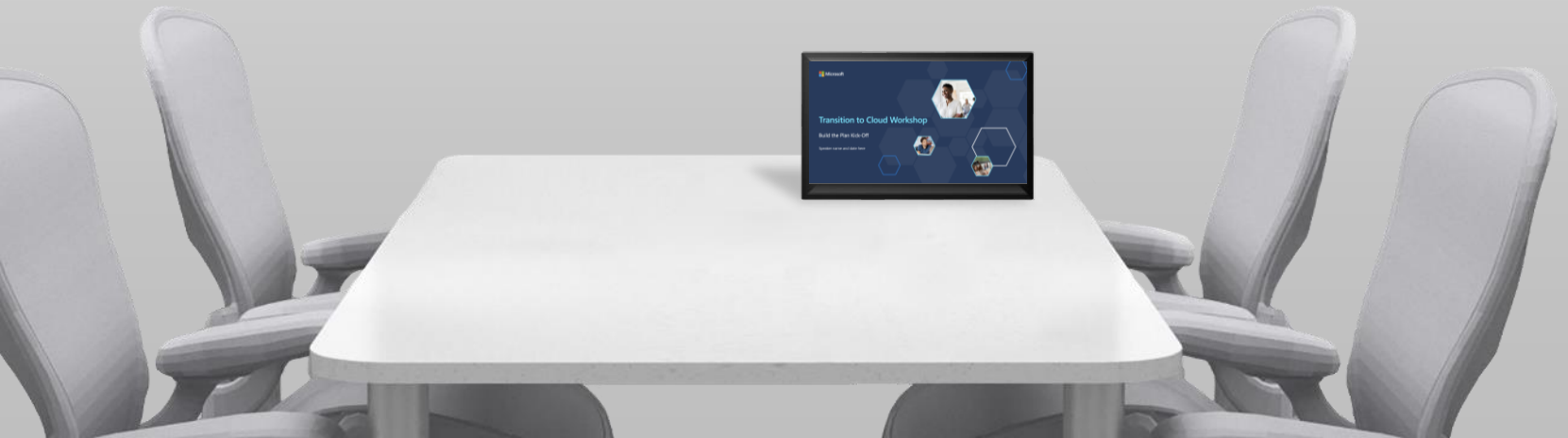
Insight into the different clients available across all platforms. Including installation options and requirements.

## Network readiness

Network requirements specifically geared towards remote work and the necessary configuration to optimize the end user's experience..

## Advisor for Teams

Quick overview of the new tool available in Teams admin center to help remove friction points and streamline deployment processes in Teams.



# Teams Workload Analysis

## Teams overview

Review of the basic functions and worksloads of Microsoft Teams to level set on preparation of the configuration discussion.

## Teams configuration discussion

Interactive dicussion around the workload requirements, scenarios that to be solved.

## Teams policy and setting reviews

Review each workload and the required policies and settings for the customer.

## Workload discovery

Capture each of the different use cases that are needed to be enbabled for the applicable workloads.

# Adoption and Usage Scenarios

## Communication

Create a communication plan suited to the customer to reach all users considering audiences, what they need to know and how they prefer to communicate.

## Training

Discuss the importance of training along with creating a plan including who needs to be trained, what they need to learn and how they most affectively learn.

## Identify and prioritize use case scenarios

What do we mean by a use case scenario? Identify and map your use case scenarios. Prioritize use case scenarios by evaluating impact and difficulty.

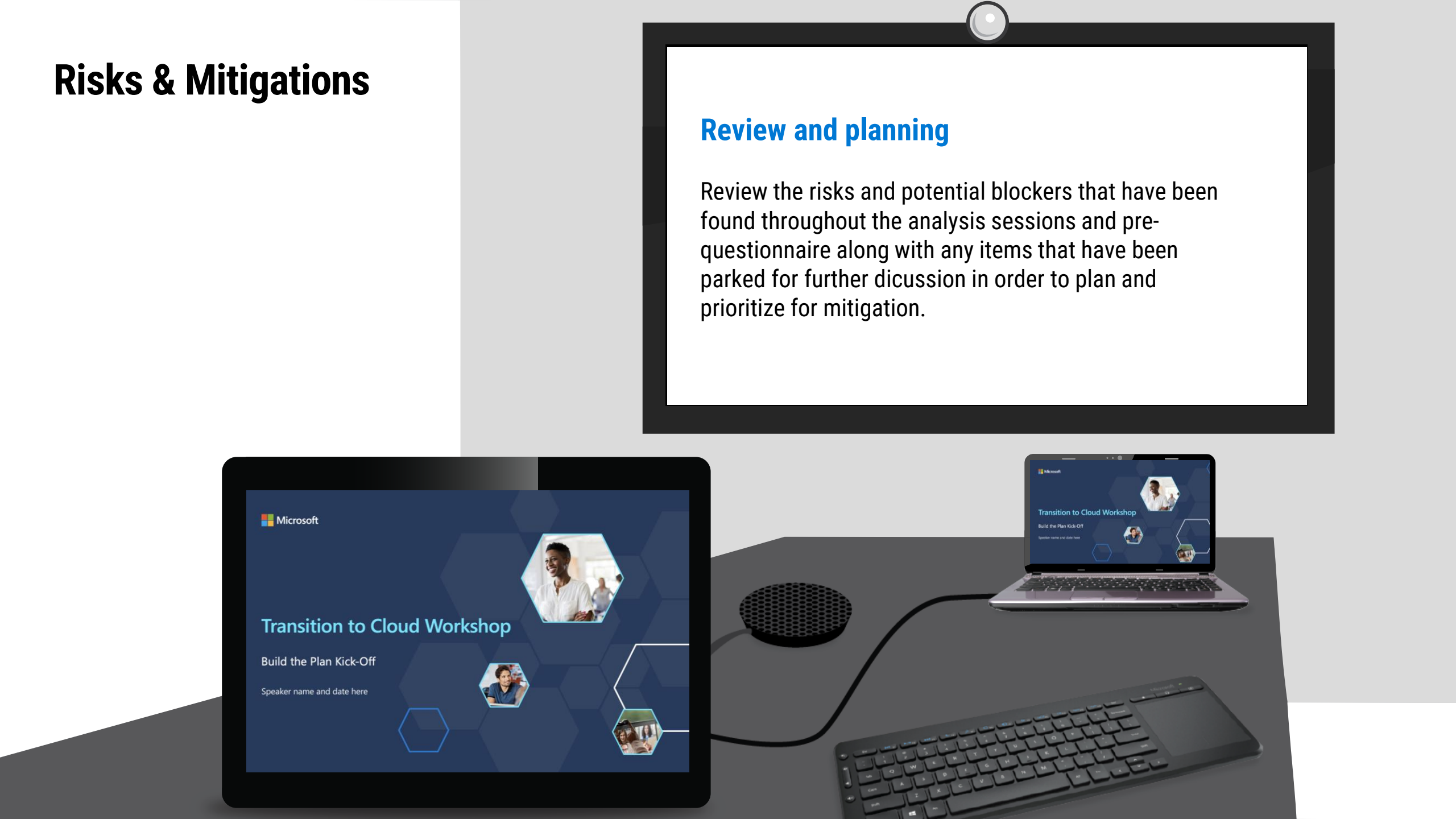
## Champions Network (optional)

Learn how Champions can evangelize and help train the teams on the business scenarios using new tools.

# Risks & Mitigations

## Review and planning

Review the risks and potential blockers that have been found throughout the analysis sessions and pre-questionnaire along with any items that have been parked for further dicussion in order to plan and prioritize for mitigation.



# Questions and answers

Microsoft

# Thank you.