

# Transition to Cloud Workshop

Build the Plan Kick-Off



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# Agenda

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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

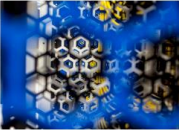
Allow you to understand your current needs and next steps for transiting to cloud in your organization.

- 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


### Success is in the Details



**Network**  
Meetings within Microsoft Teams has simple network requirements which allows for high quality meetings. The connectivity to the Microsoft cloud service must be optimized to ensure the best user experience.



**Microsoft 365**  
Microsoft 365 is the underlying framework for Microsoft Teams. The customer environment must be configured to allow all features in meetings to be used.



**Adoption and Change Management**  
People are changing the way they work. For success, both the technology change along with the people aspects of change will need to be considered.

Environmental


### Transition to Cloud Workshop – Identity Scope

<b>Synchronization</b> Azure AD Connect synchronization installed and configured	<b>Authentication</b> Azure AD authentication configured using password hash synchronization or pass-through authentication	<b>Health</b> Azure AD Connect Health configured to monitor Azure AD Connect sync	In scope
<b>Federated Authentication</b> Federated Authentication, deployment and configuration of AD FS and related components	<b>Multi-Forest Integration</b> Azure AD Integration with additional Active Directory Domain Services (AD DS) forests	<b>PIM and B2B</b> Azure AD Privileged Identity Management (Requires Azure AD Premium) and Business-to-Business enabled with basic configuration and demonstrated	
			Not in scope and is likely to require additional time/effort

Hybrid Identity Planning

### M365 Licensing

It can be a little tricky to decide which plan is right for your organization and to compare all the features and available add-ons in detail. Numerous factors can come into play when deciding on licensing so here is a quick overview.



Activation and Enablement

### About Teams configurations

Teams is designed with smart defaults  
Defaults are set to match most companies' requirements

Throughout the deck we highlight  
In which area of Office 365 a setting is configured  
If a setting is applied per tenant, per user or per Group  
All settings have a global default

Where a setting is configured?

Teams

Groups setting

Security & compliance


Can it be user specific or is it global?

Global settings

User specific

Groups

Teams Workload Analysis



### Awareness matters

Validates the importance of the change

Ensures everyone understands what's happening

Helps generate enthusiasm

Gets everyone on board with using the new technology

Adoption and Usage Scenarios

### Risk Review

Item	Remediation needed or Risk description	Priority/Risk level
VPN	Split Tunnel Traffic for Teams Media	• High

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 success.	A findings and recommendations report which includes the full implementation guidance as discussed throughout the workshop engagement.	All project Team	60 minutes

## 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.

# Environment and Site analysis



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Speaker name and date here



# 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 overview

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

## Teams configuration discussion

Interactive discussion 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 enabled for the applicable workloads.

# Teams Workload Analysis



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Teams Workload Analysis

Speaker name and date here



# 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.



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Speaker name and date here



# 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 discussion in order to plan and prioritize for mitigation.



# Questions and answers





Thank you.

