

# 6-Step Migration Methodology

A structured, risk-managed process — from discovery to signed handover

01

## FOUNDATION Discovery & Assessment

Full audit of the existing IT environment to understand migration complexity, risk factors, and dependencies before any work begins.

Mailbox size & count audit   Source platform analysis   Custom domain mapping   License review  
Network & connectivity check   Dependency mapping

### KEY DELIVERABLE

Cloud Readiness Report · Risk & Dependency Analysis · Migration Scope Document

02

## PLANNING Migration Strategy & Tailored Plan

A bespoke migration roadmap built from the Discovery output — not a generic template. Includes DNS switchover timing, communication plan, and rollback procedures.

Migration timeline   Batch sequencing plan   DNS/MX switch schedule   Client communication templates  
Rollback procedure   Tool selection (BitTitan / Quest / Native)

### KEY DELIVERABLE

Migration Roadmap & Timelines · Cost & Licensing Recommendation · Approved Project Plan

03

## BUILD Environment Preparation

Microsoft 365 tenant configured and secured before a single mailbox is moved. Identity, access, and security baselines are established as the foundation.

M365 tenant setup   License assignment   Azure AD / Entra ID setup   MFA enforcement  
Conditional Access policies   Security baseline applied   DLP policy configuration

### KEY DELIVERABLE

Configured M365 Tenant · IAM Setup Verified · Security Baseline Report

04

## VALIDATE Pilot Migration

★ Differentiator — only 2 of 6 competitors offer this

5–10 representative users migrated in a real-world test. Validates mail flow, calendar sync, file access, and user experience before committing the full organisation.

5–10 user pilot group   Mail flow validation   Calendar & contacts verified   OneDrive file access test  
Teams channel check   User feedback collected

### KEY DELIVERABLE

Pilot Validation Report · Go / No-Go Decision Gate · Client Approval to Proceed

05

## EXECUTE Full Cutover Migration

All mailboxes, files, SharePoint sites, and Teams content migrated in optimised batches. DNS and MX records updated by Rishabh — zero burden on the client team.

All mailboxes migrated   Files & OneDrive sync   SharePoint sites migrated   Teams channels & chats  
DNS cutover (Rishabh-managed)   MX record update   Domain verification

### KEY DELIVERABLE

All Workloads Live in M365 · Mail Flow Validated · Data Integrity Confirmed

06

## CLOSE Validation, Training & Handover

Formal sign-off against 8 measurable success criteria. Included end-user and admin training. Full documentation package delivered at handover.

8-point success checklist   Live end-user training   Admin training session   Recorded walkthroughs  
Quick Reference Guide   15-day SLA begins

### KEY DELIVERABLE

Migration Closeout Report · Admin Runbook · End-User Quick Start Guide · Client Sign-Off

### 6 Workloads

Email · Calendar · Contacts · Files · SharePoint · Teams

### 6 Sources

Google · GoDaddy · cPanel · Rediff · Exchange · IMAP

### 15-Day SLA

Critical 4hr · High 8hr · Medium 24hr