Project Abstract

In this proposed engagement Team Venti will assist client with project definition and design assistance for the implementation of best security practices for Microsoft Azure. At the end of this engagement the client's team will have a suggested plan of record (design and project plan) for the deployment of best security practices for Microsoft Azure.

The final deliverable for this engagement includes the formulation of a design that addresses client's business and technical requirements, providing a secure and scalable foundation for future growth. We will assign an Azure consultant/architect to work with the client team to gather overall requirements and assess implementation scenarios and implementation readiness activities. During our working sessions, client will have a chance to consult on implementation strategies and methodologies as well as a consult with our staff on any topics related to the project.

Once all information has been gathered, we will create a design document that will include functional, security, integration, and other platform elements.

Project Approach

Every successful project begins with the right plan. In order to help client properly define its project requirements and design a system environment that meets its short term and long-term objectives, Team Venti will conduct a **Define Design** services engagement.

Our Define Design engagement is the first stage of our Microsoft Azure deployment framework.
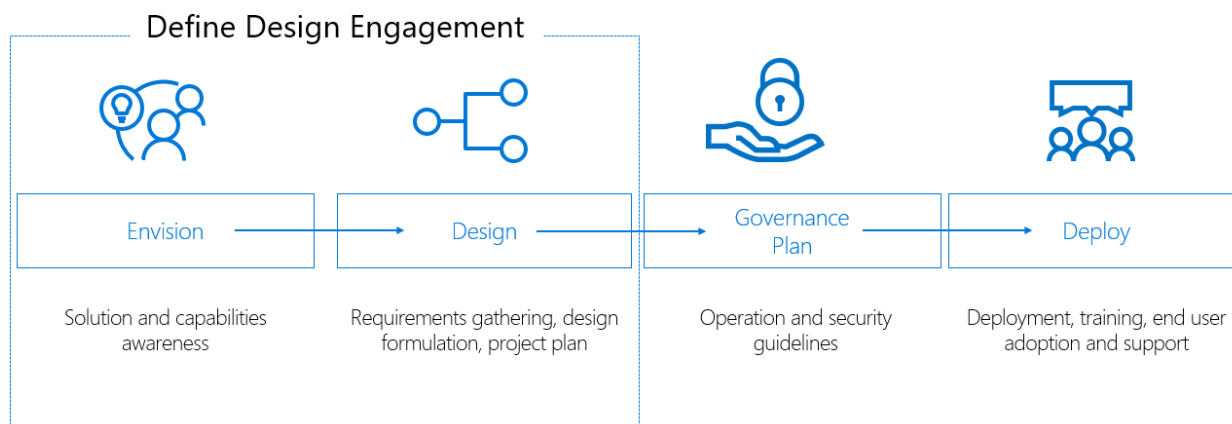
Envisioning activities enable the client and its project stakeholders to become acquainted with Microsoft Azure capabilities. During our Design activities we educate the IT team client on project topics like features for IT professionals, Azure administrative console, information architecture, topology planning, and migration planning.

Benefits of our *Define & Design* engagement include:

Clarity	Project Discovery & Design - Gathering and documentation of requirements as well as the creation of a project design document including technical specifications and a proposed project plan.
Predictability	Cost sizing – In addition to our project design and plan, we will also provide a cost estimate for the delivery and implementation of the related technical services via a phased approach.
Flexibility	In our design document, we will present a phased plan to accommodate changes in priority or budget considerations.

Engagement Deliverables

Engagement activities include requirement gathering sessions and analysis, technical design documentation activities and a design and plan presentation for the client.

Deliverables include:

- Discovery and collaborative sessions with IT staff
- Architecture document including prerequisites of infrastructure and software documentation
- Project plan
- Project cost estimate by phase

Assumptions

- Secure remote access will be available
- Work will be performed remotely
- Admin credentials will be provided by client
- During the remote sessions, the client's technical team should be available to review recommendations

Project Duration

Based on similar projects, we anticipate a project duration of about 2-3 weeks.

Out of Scope

For project clarity, the parties acknowledge that the following activities are not included in the scope of this SOW though they may be available via a change order request:

- Site deployment or data migration
- API analysis

- Azure application security features
- Deployment of security features
- Hardware or software troubleshooting
- Any services, task, or activities other than those specifically noted in this SOW