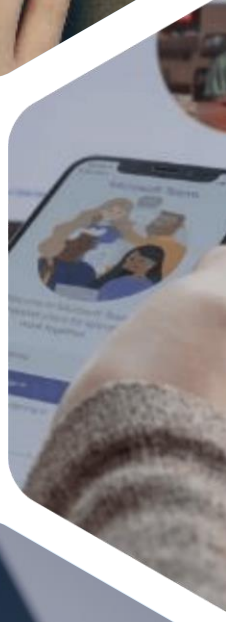


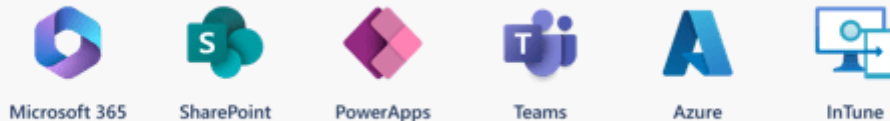
Valto

File Migration

Service Definition



Valto the best Microsoft Partner in the world



Valto is a Microsoft specialist committed to helping customers get more from Microsoft.

As a Microsoft Solutions Partner, we are experts in Microsoft Technologies including Modern Workplace, Microsoft 365, Azure, Business Applications, Data & AI.

One of our primary goals is to help "Change the World" by Impacting 1 million lives positively through social initiatives and working with non-profits.

Our Vision



Best place



Biggest and best



Happiest



Change the



Best Culture



Best Talent



MODERN WORKPLACE

DEVELOPING INTRANET, DOCUMENT MANAGEMENT AND HYBRID WAYS OF WORKING SOLUTIONS USING MICROSOFT TEAMS, SHAREPOINT, VIVA, AND OTHER MICROSOFT 365 SERVICES



MICROSOFT 365 & AZURE

ASSISTING ORGANISATIONS MANAGING DEVICES INCLUDING DESKTOPS / MOBILES AND MIGRATING TRADITIONAL SERVERS INFRASTRUCTURE TO THE AZURE PUBLIC CLOUD



BUSINESS APPLICATIONS

PROVIDING DEVELOPMENT SOLUTIONS AROUND THE MICROSOFT POWER PLATFORM INCLUDING POWER APPS, POWER BI AND POWER AUTOMATE



DATA & AI

PROVIDING AI SOLUTIONS INCLUDING FABRIC, POWER BI, AZURE PRO CODE DEVELOPMENT AND COPILOT



MANAGED SERVICES

PROVIDING MANAGED SERVICES FOR ALL THE PILLARS OUTLINED INCLUDING IT SUPPORT FOR ORGANISATIONS.

Service Description

Effortlessly migrate files from one or more locations such as: on-premises servers, Google Drive, Dropbox, Box, and more to SharePoint Online, Microsoft Teams, and OneDrive. Seamlessly transition to cloud collaboration for enhanced productivity and streamlined file management.

Valto are specialist in migrating files into SharePoint, OneDrive and Microsoft Teams. We have worked with public sector organisations to implement and get the most out of SharePoint solutions. We work with solutions including:

- On premise SharePoint 2010 to 2019 migrations to SharePoint Online
- Migrate from third parties such as Google Drive, Drop box and more!
- OneDrive for Business for personal documents
- SharePoint Intranet Deployment
- Document Management
- SharePoint Premium (Syntex)
- Retention & Sensitivity
- Governance
- Training
- Adoption
- Support

Service Benefits

1. Streamlines file management and access
2. Enhances collaboration and productivity
3. Minimizes business disruption during migration
4. Improves data security and compliance
5. Reduces dependency on legacy file systems
6. Increases flexibility and scalability
7. Enables seamless integration with Microsoft 365 suite
8. Enhances user experience and satisfaction

Setup and Migration: Our Microsoft 365 File Migration Service facilitates the seamless transition of files from on-premise servers or third-party storage platforms to Microsoft 365. We assess your existing file systems and work with stakeholders to understand what files they use daily and what files could be cleansed. We develop a customized migration strategy that works around you to mitigate impact or downtime, and meticulously execute the migration process. Our services include data validation, user training, and post-migration support to ensure a successful transition with minimal disruption to your business operations.

File Migration Workshops

Deliverable

Microsoft 365 File Migration Workshop

1 day remotely, the aim of this workshop is to sit down with each of the departments show them the functionality available when migrating to Microsoft 365 (SharePoint & Teams) and come up with a strategy for archiving, cleansing and migration of the files into a new structure.

- Department Demo
- Interviews with Departments
 - Current Folder Structure & Size
 - Archive Period
 - Key Files / Folders
 - Top-Level Folder Guidance
- Migration Process
 - Archive
 - Cleanse & Top-Level Folder Projects
 - Test Migration
 - Final Migration

Option 1 Big Bang Migration

Deliverable

Document Migration File Server (xTB Data)

Migration of data from the existing File Server environment to the new structure. Includes User Data to OneDrive and Shared data to Teams/SharePoint.

Links need to be updated manually by users as part of this migration

Option 2 Phased Migration

Deliverable

Initial Department Migration

Configure the required Infrastructure for Valto to migrate further departments and provide guided migration for the selected department. Including,

- SharePoint Migration Tool Setup for Departments and Users
- Migration of Department Folder Structure
- Guidance for cleansing, archiving and development of top-level folder structure.

Further Departments

Following the initial setup of the first department migration additional departments could be migrated to provide further training for Valto. Alternatively, this could be completed by Valto IT with Valto Support. This stage includes:

- Workshop for each department with guidance for cleansing, archiving and development of top-level folder structure.
- Migration of Department Folder
- Setup & Training with Department
- Archiving Process

Our Professional Services

Valto is a certified Microsoft Cloud solution provider. Valto provide support services for both cloud and on premises solutions. Valto provide services for all Microsoft 365 and Azure via G-Cloud including:

Products	Scope	Design	Deploy	Support
Microsoft 365 Backup	✓	✓	✓	✓
Email Protection	✓	✓	✓	✓
Microsoft 365 Security including Purview	✓	✓	✓	✓
Microsoft 365 Support	✓	✓	✓	✓
Microsoft Azure Development, Deployment and Support	✓	✓	✓	✓
Microsoft Intune Deployment and Support	✓	✓	✓	✓
Microsoft 365 Security Assessment	✓	✓	✓	✓
Microsoft Teams	✓	✓	✓	✓
SharePoint Support	✓	✓	✓	✓
SharePoint Intranet	✓	✓	✓	✓
Microsoft 365 File Migration	✓	✓	✓	✓
Microsoft 365 Tenant to Tenant Migration	✓	✓	✓	✓
Microsoft 365 Email Migration	✓	✓	✓	✓
Microsoft 365 Security Hardening - Advanced	✓	✓	✓	✓
Microsoft Copilot	✓	✓	✓	✓
Microsoft Viva	✓	✓	✓	✓
Tokens (Pre purchased hours)	✓	✓	✓	✓
Power Apps and Power Platform Development	✓	✓	✓	✓
Dynamics 365 Deployment and Adoption	✓	✓	✓	✓
Fabric and Power Bi	✓	✓	✓	✓
AI Bespoke Development	✓	✓	✓	✓
SharePoint SPFX Development	✓	✓	✓	✓

Our Managed Services

Managed IT Support

Products	Essential	Advanced	Advanced Security
Remote Desktop Support	✓	✓	✓
Core Business Hours - Mon- Fri (exclude Bank Hols)	✓	✓	✓
Valto Support Portal	✓	✓	✓
Annual Reporting and Service Review	✓	✓	✓
Out of Hours – Weekends, 24X7	Optional	Optional	Optional
On-site Core Services*	Billable	Billable	✓
3 rd Party Vendor Management	✓	✓	✓
Starter / Leaver Process	✓	✓	✓
Major Incident Management	Billable	✓	✓
Change Management**	Billable	✓	✓
Service Request Management	Billable	✓	✓
Teams Telephony	Billable	✓	✓
Desktop Monitoring	X	X	✓
Desktop Patch Management	X	X	✓

Server Support

Products	Essential	Advanced
Server Monitoring	✓	✓
Server Patching	✓	✓
Server Backup*	X	✓
Server Disaster Recovery*	X	✓
On-site major incident	Billable	✓

Managed Microsoft 365

Products	Free Tier*	Essentials	Advanced	Advanced Security
Microsoft Support Management	✓	✓	✓	✓
License Management	✓	✓	✓	✓
Basic Service Health Monitoring	✓	✓	✓	✓
Annual Free Health Check	✓	✓	✓	✓
Account Manager	X	✓	✓	✓
Monthly Reporting	X	✓	✓	✓
Quarterly Review and updates	X	✓	✓	✓
Annual Security Hardening	X	✓	✓	✓
Technical Consultant for Monthly Reviews*	X	X	✓	✓
Intune and Endpoint Security Management*	X	X	✓	✓
Secure Score Management**	X	X	✓	✓
Proactive Security operations & Monitoring	X	X	X	✓

Managed SharePoint

Products	Essentials	Advanced
Support Portal	✓	✓
Incidents of SharePoint components	✓	✓
Authorised Users	2	5
Service health monitoring	✓	✓
Customer Success Manager with quarterly reviews	X	✓
Annual SharePoint Review	X	✓

Network Support

Products	Essential
Wireless Network	✓
Wired Networks	✓
Internet Connections	✓
Firewall	✓
On-Site services	Optional

Our Delivery

We deliver our services through significant stages outlined below. While we are adept at supporting diverse project methodologies, we are fully adaptable to adhering to your preferred project approach.

In addition to offering technological solutions, we harness the expertise of our in-house consulting and project service teams to craft a bespoke solution. This encompasses a thorough consideration of your organisational culture, operational environment, and the skillset of your personnel. Our responsibility extends to overseeing the project's progress from initiation to completion, ensuring it stays within budget and meets agreed-upon specifications.

Stage	Actions
Requirements Gathering	<p>An onsite or remote workshop to understand the stakeholders' specific requirements. Agree the scope of the project and how success will be measured.</p> <p>A follow up workshop report to be provided within one working week with a full break down of requirements and proposed suggestions.</p> <p>Agree the next steps including key milestone dates, approach to how testing will be completed, development environments and project reporting.</p>
Implementation	<p>Valto technical team to deliver the project and our project management team will schedule regular project update meetings throughout the implementation phase.</p>
Testing	<p>Creation of bespoke testing scripts to determine user journeys and expected outputs from the testing phase. Valto to carry out internal testing then handed over to the client for their own testing.</p> <p>All bugs and agreed changes to be made within a the user acceptance period.</p> <p>Deployment between development to pre-production environments.</p>
Sign Off and Go Live	<p>A full review of the solution with the client to ensure all requirements have been achieved. Once we have agreed sign off we will set the solution to be live and or transition into a production environment.</p>

Case Studies



Chester Zoo Case Study

Reducing waste through an efficient uniform ordering app to save money.

Chester Zoo staff members needed a way to keep track of previous orders and collections and an easier way to approve or reject any uniform related requests.

Click [here](#) to read more.

City of London Case Study

The City of London previously managed its gardens with pen and paper.

Their goal was simple: build a Microsoft Power App solution that would streamline garden management for London's fieldworkers and administrators alike. The solution would have to be easy to use, scalable, and securely available on employee mobile devices.

Click [here](#) to read more.



North Wales Fire and Rescue Services Case Study

NWFRS enhances emergency response with secure intranet deployment.

NWFRS needed to upgrade their on-premises information systems. By leveraging existing Microsoft 365 licenses, NWFRS achieved streamlined workflows and improved communication without incurring extra costs.

