

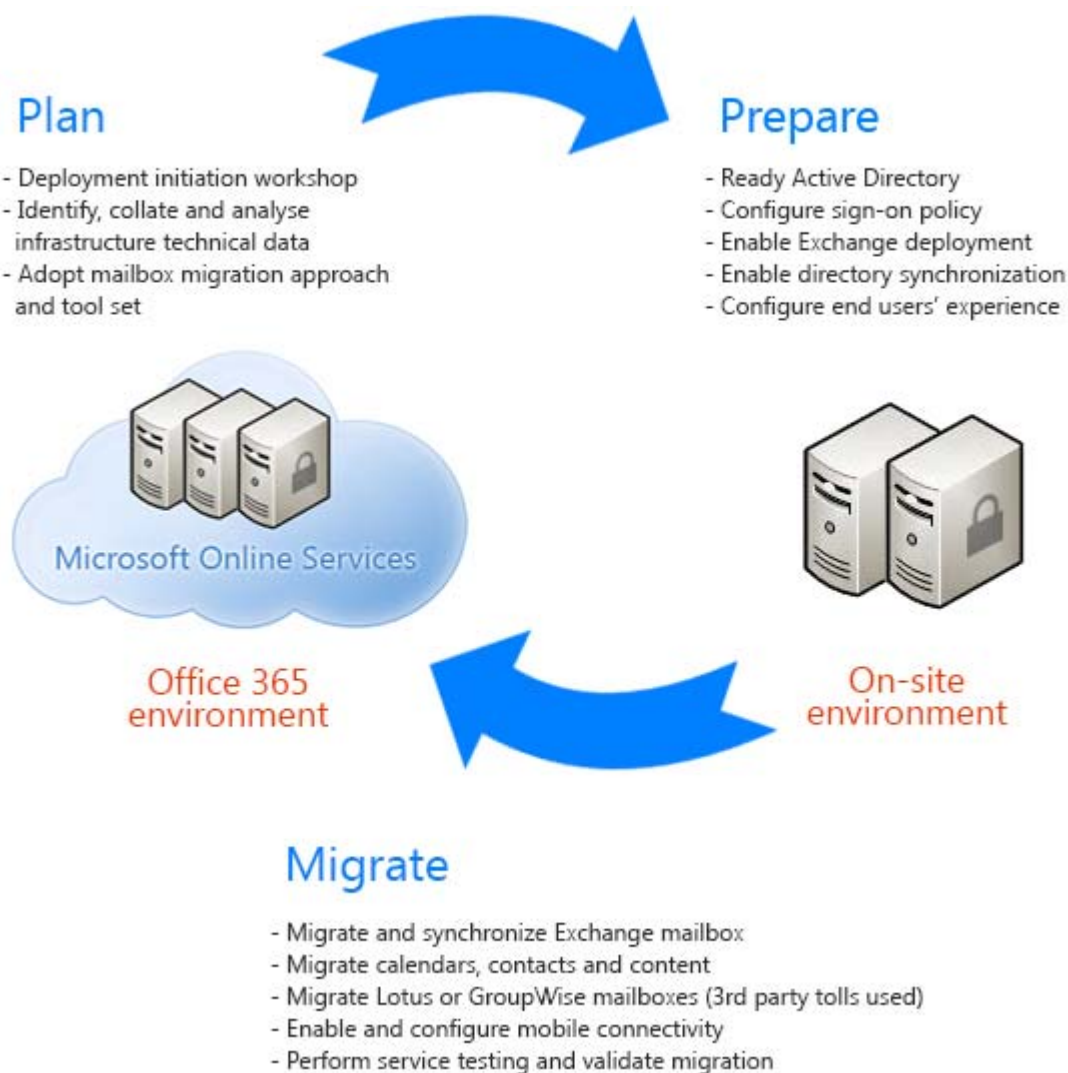


Office 365 Deployment

The following outline describes the Plan, Prepare, and Migrate phases of Office 365, sample deployment schedules, and entrance and exit criteria for deployment checkpoints.

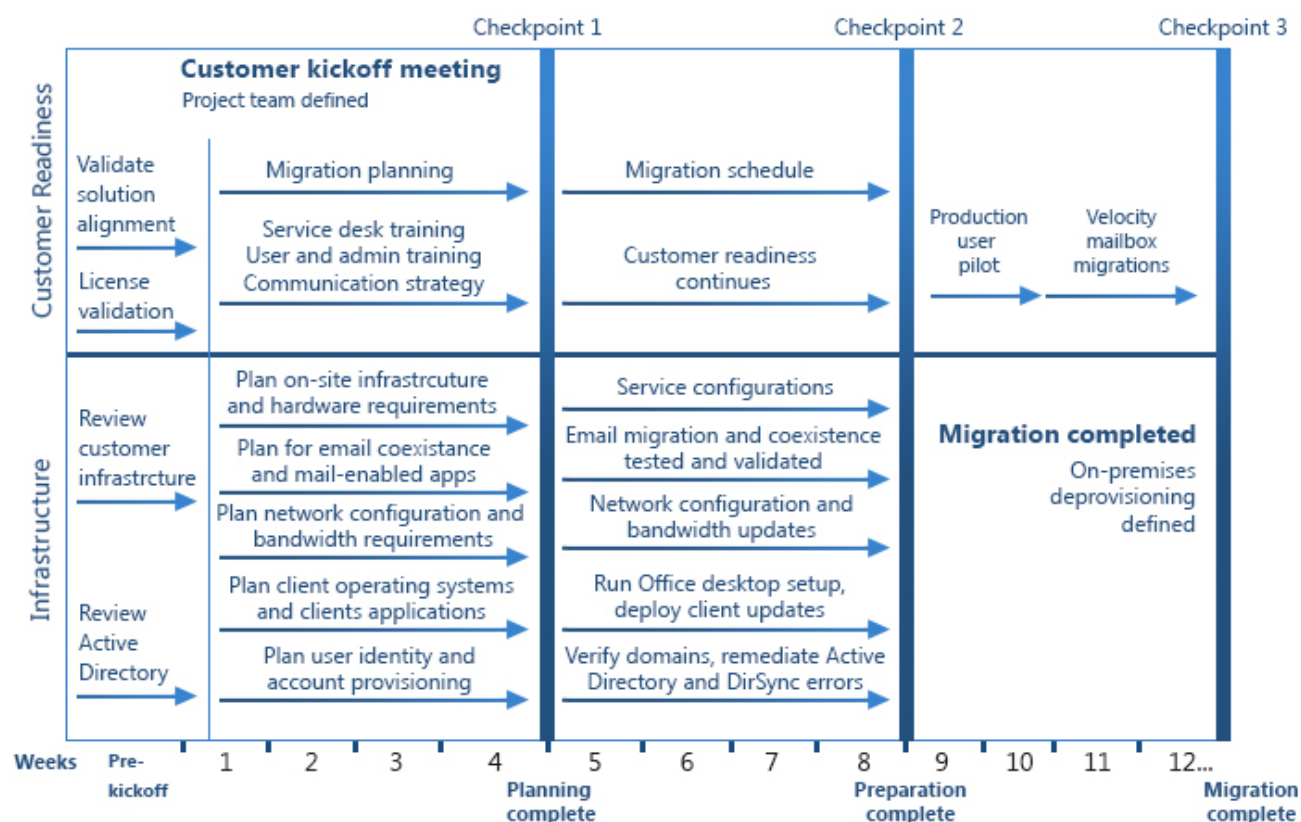
Our Office 365 deployment is fulfilled in three distinct phases: Plan, Prepare, and Migrate. By aligning the deployment to these phases it enables the project team to control pace and closely monitor key tasks within each phase, adhering to timeframes. Overlapping of phases may occur dependent on each individual project and using our phase deployment mitigates potential issues.

The diagram below shows each individual phase and key activities for when deploying Office 365:



Example Deployment Timeline

The diagram shown below illustrates a sample schedule timeline for an Office 365 deployment project that involves migrating 8,000 users:



As is expected, the amount of weeks required to complete full migration will vary based upon components such as user numbers and the complexity of the organisations infrastructure.

Milestone Sign-Off

By setting up periodic milestone checks which require sign-off, we can ensure that the deployment project runs smoothly. The checkpoints below and sample entrance and exit criteria used whilst moving through the deployment process

If the points have not been completed and signed-off then the deployment should not move forward until the processes are confirmed as being completed.

Entrance requirements:

Before beginning your Office 365 deployment the organization should complete the following criteria:

Confirm Office 365 service descriptions align to solution. Your organization should not move forward with its deployment until all aspects of the service have been evaluated for alignment with your existing business and IT requirements.

Review of your Active Directory environment. Your organization should ensure that your Active Directory complies with the requirements for Office 365. During your review, you should keep in mind that hybrid deployments only support email coexistence with a single Active Directory forest and that the directory synchronization service requires a support exception for synchronization of more than 50,000 users.

Purchase of Office 365 for enterprises user licenses. To provision users for Office 365 services, your organization will need to have valid user licenses available to assign to users

Milestone 1: Plan [Complete]

Objectives

- Confirm full understanding of project schedule by all project members
- Ensure all project members are fully prepared

Milestone exit criteria

1. Identified plans for the following:

- Migration
- Mail-enabled applications
- User identity and account provisioning options
- On-site infrastructure and hardware requirements
- Network bandwidth requirements
- Client operating systems and client applications
- Service desk training
- End user and administrator training
- End user communication strategy

2. Completed the following activities:

Customer kickoff meeting with agreement on the following:

- Dedicated deployment project management team
- Review of each workstream, milestone activities, and timelines
- Commitment from all workstream owners on milestone timelines and dates
- Customer sign-off on Plan Complete milestone.

Milestone 2: Prepare [Complete]

Objectives

- Ensure all configuration and preparation tasks are completed.

Milestone exit criteria

- Remediation of directory synchronization errors
- Specific service configurations completed
- Office 365 Desktop Setup package deployed
- Email migration and coexistence tested and validated
- Service desk integrated

Migration schedule is completed.

Milestone 3: Migrate [Complete]

Objectives

- Velocity mailbox migrations begin.
- Criteria to stop the deployment is defined and agreed upon.

Milestone exit criteria

- Mailbox migration is completed.
- Plan is in place for deprovisioning of on-premises services (unless hybrid scenarios exist).