**Microsoft**

# Software Assurance
Desktop Deployment Planning Services (DDPS)

Desktop Deployment Planning Services (DDPS) provides structured consulting engagements, delivered by qualified Microsoft solution providers, to help customers plan their Microsoft Office 365 ProPlus, Microsoft Office Professional Plus and Windows or Mobility deployments, reduce ambiguity, and get the most from their technology investment.

## Available DDPS engagements

### 1. Windows and Office Deployment Planning

This engagement is designed for customers taking their first steps in planning to deploy modern devices running Windows 10 Enterprise and Office 365 ProPlus. An onsite engineer will help build a lab to explore features, servicing models, and capabilities, and help customers understand new security enhancements, explore deployment options, evaluate infrastructure dependencies, and how to keep current.

#### Engagement length options
1, 3, 5, 10, or 15 days

#### Eligibility requirements

- Compliance training: at least one active consultant from your company must have completed the online Planning Services Compliance Training Course on Partner University.

- Company competency requirement(s): company must have attained a Silver or Gold competency in Windows and Devices.

- Consultant competency requirement: delivering consultant must have successfully completed one or more of the technical assessments or exams required for the engagement's qualifying competency.

#### Engagement activities
Review the required activities and deliverables for this engagement.

#### Objective

- Provide the customer with an opportunity to meet with a Windows and Office client solution expert and engage in solution strategy sessions that will focus on both business and technological aspects of client upgrade and deployment

- Offer the customer an understanding of architectural and operational aspects of deploying Windows 10 and Office 365 ProPlus

- Educate on new functionalities provided by Windows 10 and Office 365 ProPlus

- Define next steps to continue Windows and Office planning and deployment efforts

- Understand capabilities of a modern device running Windows 10 Enterprise and Office 365 ProPlus, managed by Enterprise Mobility and Security (EMS) through a series of workshops

- Experience the capabilities through hands-on lab activities and demonstrations
- Establish a deployment vision for modern devices through the assessment and discussion with the onsite engineer

### Outcome
This engagement culminates with an assessment and a detailed roadmap for customers taking their first steps in the planning effort for deploying modern devices running Windows 10 Enterprise and Office 365 ProPlus, managed by Enterprise Mobility and Security (EMS).

## 2. Mobile Productivity Deployment Planning

Mobile Productivity Deployment Planning engagements are designed to help customers understand how activating the Office applications on employees' mobile devices will deliver productivity benefits to the business. These engagements are offered to help you envision and prepare the customer for a successful onboarding experience. They should be delivered during your sales or planning activities and will provide a proven and defined method to ease transition, amplify user engagement, reduce project risk, and provide faster time to value.

### Engagement length options
1, 3, 5, 10, or 15 days

### Eligibility requirements

- Compliance training: at least one active consultant from your company must have completed the online Planning Services Compliance Training Course on Partner University.
- Company competency requirement(s): company must have attained a Silver or Gold competency in Enterprise Mobility Management or Windows and Devices.
- Consultant competency requirement: delivering consultant must have successfully completed one or more of the technical assessments or exams required for the engagement's qualifying competency.

### Engagement activities
Review the required activities and deliverables for this engagement.

### Objective
Help customers envision a mobile productivity solution. Show customers how Office mobile productivity capabilities can help achieve their stated business objectives.

### Outcome
Provide a recommended approach to deployment with clearly defined next steps. Engagements longer than 3 days will also provide customers with a Proof of Concept solution that helps them experience how the mobile productivity capability in Office Mobile could be used to solve business problems.

## 3. Modern IT Enterprise Security Proof of Concept

The five-day Modern IT Enterprise Security Proof of Concept engagement is designed to help enhance the potential security benefits of Windows 10 Enterprise, Office 365 ProPlus, and EMS in your customer's environment, focusing on the Microsoft 365 E5 security features.

### Engagement length options
5 days

### Eligibility requirements

- Compliance training: at least one active consultant from your company must have completed the online Planning Services Compliance Training Course on Partner University.

- Company competency requirement(s): company must have attained a Silver or Gold competency in Enterprise Mobility Management.

- Consultant competency requirement: delivering consultant must have successfully completed one or more of the technical assessments or exams required for the engagement's qualifying competency.

### Engagement activities
Review the required activities and deliverables for this engagement.

### Objective

- Understand the security features of Windows 10, Office 365 ProPlus, and Microsoft Enterprise Mobility + Security (EMS) and how they can be used in the customer's environment

- Configure a hands-on lab using the latest and most advanced security features to protect, detect, and respond to advanced attacks in the IT environment, on-premises and in the cloud

- Prioritize the implementation of key features and scenarios based on the customer's IT and business context

### Outcome
Provide recommendations of the security features of Windows 10, Enterprise Mobility + Security (EMS), and Office 365 ProPlus best suited for the customer's enterprise environment.

## Required activities and customer planning deliverable guidance

### Planning Services engagement outcome

The outcome of any engagement should always produce a *customer planning deliverable* (vision and scope plan or findings and recommendations document) that prescribes a deployment, upgrade, or migration project as the next step. This proposal should focus primarily on the logistics for *how* to deploy and less on *why.*

### Required deliverables

Each Planning Services engagement has two deliverables required for payment:

1) The customer planning deliverable
2) A submitted Planning Services Online Completion Report (OCR)

|  | Customer planning deliverable | Online Completion Report (OCR) |
|---|---|---|
| **Provide to the customer** | x |  |
| **Submit to Microsoft** | x | x |

The customer planning deliverable document should be provided to your customer. Additionally, it should be submitted to Microsoft, via the OCR, as proof of execution for the Planning Services engagement. Fully completed, the customer planning deliverable document should include detailed information about all required activities conducted (based on engagement length). Required activities for each engagement length are displayed in the below table. Include the plan you created and delivered to the customer based on their objectives and the overall assessment. You may adjust the outline to meet the customer's needs. The vision and recommended actionable next steps for deployment—including the actual deployment plan—must be provided. Engagements are available in 1, 3, 5, 10, or 15 days. The longer engagements allow for a deeper look at a specific technology and provide more in-depth analysis and deployment planning.

### Summary of required activities based on length of engagement

Below is a list of activities to be performed during the Planning Services engagement. The engagement length determines which activities are required. For example, a 3-day engagement must include the following activities: assessment report, envisioning workshop, design considerations, and upgrade/migration plan. Required activities descriptions can be found below.

| Required activities | 1-Day | 3-Day | 5-Day | 10-Day | 15-Day |
|---|---|---|---|---|---|
| Assessment report | x | x | x | x | x |
| Envisioning workshop | x | x | x | x | x |
| Design considerations | x | x | x | x | x |
| Deliver upgrade/migration plan | x | x | x | x | x |
| Proof of concept (POC) |  |  | x | x | x |
| POC findings report |  |  | x | x | x |

## Required activities descriptions

- **Assessment report**
  The assessment report is mainly focused on giving an overview of the engagement planning capabilities, understanding the environment, and developing a problem statement that can be addressed. Please include the following:

  1) Customer information
  2) Participant record
  3) Customer business goals
  4) Problem statements

- **Envisioning workshop**
  The envisioning workshop will facilitate both business and technology discussions covering methodology, processes, and an overview of the engagement. The desired outcome is an implementation plan covering:

  1) Customer's prioritized business objectives
  2) Desired capabilities
  3) Estimated timelines
  4) Required efforts

- **Design considerations**
  At the end of the engagement, you should be able to provide the following information—tailored to your customer's environment:

  1) Conceptual design (Provide any Visio graphs, architectural designs, etc. prepared for the engagement)
  2) Logical and physical architecture drawings

- **Plan and recommendations**
  Based on the findings during this session, provide details of the deployment plan you are recommending your customer. Please include:

  1) Findings
  2) Vision and scope
  3) Milestones
  4) Deliverable and execution timeline

- **Proof of concept (POC) findings report**
  If you delivered a proof of concept (POC), please include the following details:

  1) Describe the specific scenario addressed
  2) Detail the time to build out POC environment
  3) Define the size and scale of the POC
  4) Outline detailed findings and insights

## Learn more

**Customers**

- Software Assurance benefits administrators can visit the [Microsoft Volume Licensing Service Center](#) or [Microsoft Business Center](#) (MPSA customers) to identify current Software Assurance benefits.
- Review [Microsoft Product Terms](#) for information on eligibility criteria and current benefit program rules.
- Learn more about [Planning Services](#) and other Software Assurance benefits.
- Review the [VLSC Software Assurance guide](#) for step-by-step instructions to use Planning Services days.
- Search partner listings to [find a qualified solution provider](#) or check with their Microsoft representative.

**Partners**

- Review Planning Services [workflow](#), [policies](#), and [FAQ](#) documentation.