

Let's plan to implement (or re-implement!) Microsoft 365 the right way.

Microsoft 365 Technical Assessment and Roadmap

Engagement highlights

-  Microsoft 365 **maturity** assessment
-  **Technical landscape** and information management practices review
-  A digital workplace **roadmap**
-  **Implementation plans** including departmental readiness and governance plans

Microsoft 365, SharePoint, Purview and the related apps promise easy-to-use technology, improved efficiency and more automation. But how do you get from A to Z?

Why invest in a technical assessment and roadmap

- Significantly increase the success and adoption of Microsoft 365 in your organization
- Give you and your IT team confidence in selecting the optimal apps, settings and integrations for your project
- Build a strong Microsoft 365 foundation to grow from
- Lower the chances for oversights in the future by detailing a roadmap and plan up-front
- Decrease risks and uncertainty as well as shorten the timeline for implementation
- Build a long-term relationship between your organization's technology teams and our expert consultants

The focus areas of our technical assessment and roadmap process are: an in-depth review of your organization's readiness for Microsoft 365 and detailed implementation planning.





Assessment

Weeks 1-3: Project Initiation and Assessments

At the start, we conduct assessment activities to align on your organization’s current state, level of readiness for Microsoft 365 (M365) and high-level goals. The activities typically includes: M365 maturity assessment, technical landscape review, and interviews to understand current information management practices.



Visioning

Weeks 4-5: Visioning and Art of the Possible

There are two workshops as part of the visioning stage: Art of the Possible and a collaborative Visioning Workshop. The Art of the Possible level sets all stakeholders with M365 services, options and education. The visioning workshop is where we work together with IT and business stakeholders to define use cases and prioritize scenarios.



Roadmap

Week 6-8: Roadmap and Implementation Plans

Now that we have completed the assessments and visioning, the organization is aligned on a path forward. The next step is to plan the future program of work and map out guidelines, timelines and next steps. We typically provide a detailed roadmap with projects and estimates, department readiness plan with a rollout sequence, and governance plans for the solution architecture, search, migration, training and more.

Note: the timeline is flexible depending on scheduling and availability with your team.

What to expect

The outcome is a fully-articulated, vetted and well thought-out Microsoft 365 assessment package including:

- ✔ Governance and implementation plans — High-Level Solution Architecture, Search and Security Strategy, Migration Strategy, Communications and Training Plan. These form the foundation of the solution and unlock the rest of implementation.
- ✔ Detailed roadmap — How the Microsoft 365 solutions fit in your budget and timeline and what pieces of the project that can be phased in as quick wins.
- ✔ Department readiness plan — Based on readiness assessments of all groups within your organization, we rate the groups and create a strategic roll-out sequence starting with pilot groups, through to an enterprise-wide rollout.
- ✔ Compliance Platform Fit Analysis — If your organization is deciding on a platform for records management, we work with you in our framework to assess Purview and other tools such as CollabSpace.

Why Gravity Union?

When it comes to planning a successful rollout of Microsoft 365, you need an experienced partner. We are a Microsoft certified Modern Work Solutions Partner with extensive expertise in SharePoint, Teams, Power Platform and Purview for records management and compliance. We have deep experience with highly-regulated organizations including governments and the private sector.



Contact us today to get started!

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