



Mastering Migration to Microsoft 365: Must-Have Skills

Webinar : 17th January 2024

Introduction:

Jagjit Singh

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Corné van Leuveren

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Agenda:

- **Introduction**
Jagjit Singh
- **Mastering Migration**
Richard Jeffrey-Cook
- **Preparatory Activities**
Corné van Leuveren
- **Q&A**



Mastering Migration

Richard Jeffrey-Cook FIRMS CITP MBCS

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Drivers for Migration



- Platform Obsolescence
 - ▶ Evolving software and hardware
 - ▶ Format changes
 - ▶ File type transitions
 - ▶ Content restructuring
- Legal Issues
 - ▶ Data Governance
 - ▶ Contractual considerations

Planning the Migration Journey

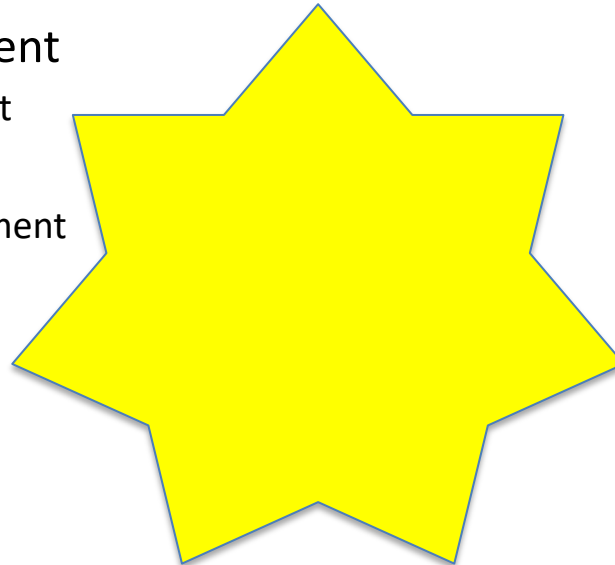


- **Change Management**

- ▶ Impact assessment
- ▶ Communication
- ▶ Securing management support
- ▶ Training

- **Tools**

- ▶ Selection
- ▶ Testing



- **Cleansing**

- ▶ Volume
- ▶ Metadata

- **Security**

- ▶ During migration
- ▶ Post migration
- ▶ Validation and Verification

- **Timing**

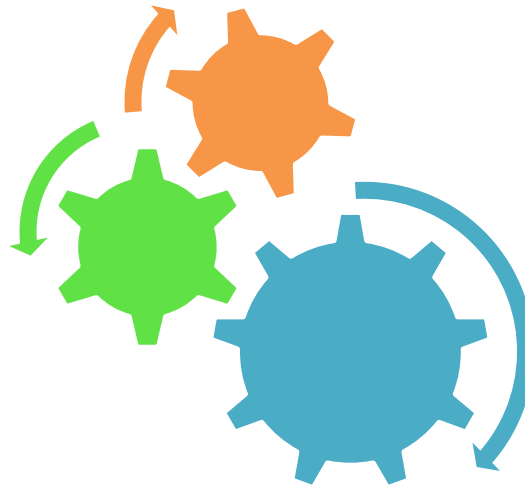
- ▶ Other IT and business initiatives

Essential Migration Considerations



■ Resources

- ▶ Skill sets
- ▶ Availability



■ Tool

- ▶ Monitoring
- ▶ Reporting
 - Validation

Preparatory Activities & Exclusive Demo

Corné van Leuveren

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Preparatory Activities

Migration Process



Preparatory Activities

Migration Process



- ✓ Clear objectives and scope
- ✓ Identify key stakeholders
- ✓ Form migration team
- ✓ Set up governance & reporting

Must Have Skills



- ✓ Project Management
- ✓ Strategic Planning
- ✓ Stakeholder Communication
- ✓ Business Analysis

Preparatory Activities

Migration Process



- ✓ Set up server, software & connectors
- ✓ Provision resources and access
- ✓ Ensure network readiness
- ✓ Perform performance test(s)

Must Have Skills



- ✓ IT Infrastructure
- ✓ Technical Migration Expertise
- ✓ Systems Administration
- ✓ Network Engineering

Preparatory Activities

Migration Process



- ✓ Extract data from source system
- ✓ Perform discovery & analysis
- ✓ Determine source to target mapping for content types, structure ...

Must Have Skills



- ✓ Migration Platform Expertise
- ✓ Source & Target Expertise
- ✓ Content Expertise
- ✓ Business/Data Analysis

Preparatory Activities

Migration Process



- ✓ Determine approach
- ✓ Roll-out strategy & planning
- ✓ Prepare migration validation
- ✓ Align with stakeholders & business

Must Have Skills



- ✓ Change Management
- ✓ Risk Management
- ✓ Migration Expertise
- ✓ Strategic Business Alignment

Preparatory Activities

Migration Process



- ✓ Planning, dependencies & risks
- ✓ Step-by-step migration runbook
- ✓ Prepare for continuous audit
- ✓ Evaluate, adjust design & runbook

Must Have Skills

- ✓ Migration Execution Planning
- ✓ Technical Writing
- ✓ Process Mapping
- ✓ Business Analysis

Preparatory Activities

Migration Process



- ✓ Develop, configure based on design
- ✓ Define test cases & criteria
- ✓ Conduct trials & QA checks
- ✓ Refine based on results & feedback

Must Have Skills



- ✓ Quality Assurance
- ✓ Test Execution & Coordination
- ✓ Technical Migration Expertise
- ✓ Stakeholder Management

Preparatory Activities

Migration Process



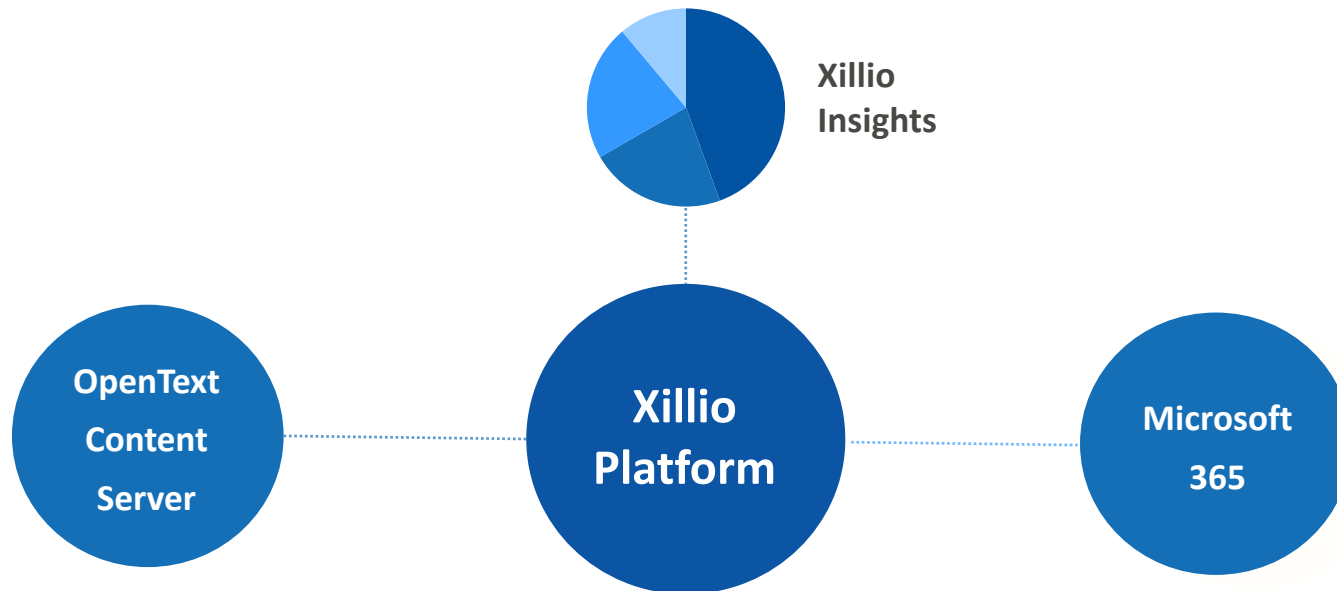
- ✓ Execute phased & delta migrations
- ✓ Monitor migration(s)
- ✓ Generate (audit) reports
- ✓ Monitor post-migration success

Must Have Skills



- ✓ Migration Expertise
- ✓ Business Support
- ✓ (Post) Migration Monitoring
- ✓ Approval Management

Exclusive demo – OpenText to M365



- ✓ Content Types
- ✓ Files, folders
- ✓ Versions
- ✓ Metadata
- ✓ Permissions



Q & A



Thank You for Your Responses

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