

WSCIJ Digital Transformation: Microsoft 365 Migration, Collaboration Modernisation & IT Operations Build-out

Executive Summary

Led a complete Microsoft 365 consolidation and operational build-out for WSCIJ, moving the organisation from scattered webmail and consumer accounts to a managed cloud environment. Delivered mailbox migrations, SharePoint knowledge & archive sites, Intune device management, Power Automate workflows, offboarding and archiving procedures, and a pragmatic, low-cost network upgrade roadmap.

Goals & Success Criteria

- Centralize email & collaboration on Microsoft 365.
- Implement secure access, MFA, and device management through Intune.
- Build documentation repositories and program archives in SharePoint.
- Deploy automated approval workflows in Power Automate.
- Improve security posture and reduce licensing waste.

Project Phases

1. Discovery & Audit
2. Tenant and Account Preparation
3. Email Migration & Shared Mailboxes
4. SharePoint & Collaboration Hub Build
5. Device Enrollment & Conditional Access
6. Offboarding & Documentation
7. Network Recommendations
8. Training & Handover

Outcomes

- 100% staff adoption of Microsoft 365 accounts.
- Reduced license waste by converting inactive staff to shared mailboxes.
- Centralized compliance and document control.

- Improved device security and governance.
- Created scalable IT processes and documentation.

Artifacts Included

- DNS verification samples
- Migration logs and CSV templates
- Power Automate flow exports
- Intune configuration screenshots
- Onboarding/offboarding templates