

2024

PROJECT SCOPE

Tenant Migration

COMPANY K

Scope of work

DK consults will provide the following:

- Assessment of Existing Email Environment: Conduct a detailed analysis of the current email system, including the number of mailboxes, sizes, and any special configurations.
- Define the migration strategy, tenant-to-tenant based on organizational needs.
- Develop a detailed project timeline with key milestones.
- Preparation of Target Environment: Setting up Microsoft 365 tenant, including DNS configurations, user accounts, and licensing.
- Migrate user mailboxes, including emails, calendars, contacts, tasks, and notes, from the existing email system to Microsoft 365.
- Migrate any public folders, shared mailboxes, and distribution groups.
- Verify the successful migration of all mailboxes and data, including email, calendar items, and contacts.
- Offer support during and after the migration to resolve any issues that may arise.
- Ongoing coordination and communication to Company K to ensure smooth progress.
- Regular status updates and reporting on migration progress, risks, and challenges.
- Conduct a post-migration review to assess the success of the migration and identify any areas that need improvement.

Out of Scope:

Any area that is not explicitly listed above as “In Scope” is out of scope for this engagement. The areas that are out of scope for this engagement include, but are not limited to, the following:

1. Configuring outlook profiles.
2. All network- or server-related issues that need troubleshooting.
3. Installing any physical hardware.
4. Operating system upgrades of existing desktops.
5. Acquisition of any 3rd party software required for migration other than the stated migration methods.
6. Security auditing or probing of your organization proposed solution.
7. Performing any backup or recovery of the existing infrastructure and Integrating email with 3rd party applications.

Phase	Activities and Deliverables	Resources	Date
Kick-off	Initiate the project. <ul style="list-style-type: none">- Assemble project teams.- Introduction of the two parties- Confirm Scope	Company Kand DK consults team	26/08/2024

Planning and Design	Pre-migration planning and assessment <ol style="list-style-type: none"> Assess the Current Environment. <ol style="list-style-type: none"> Inventory of Existing Systems User and data analysis. <ol style="list-style-type: none"> User profiles. Data volume and sensitivity. Identify any custom configurations, domain settings. Plan for data clean-up or archiving if necessary. 	Company Kand DK consults team	26/08/2024
Deployment	MICROSOFT 365 (DEVELOP AND STABILIZE THE SOLUTION): <ol style="list-style-type: none"> Prepare source and target tenants. Create the target Microsoft 365 tenant. Configure the necessary settings, security, and domains in the target tenant. Identity migration – provision user accounts in the target tenant, usually in disabled state, as you want to avoid having to deal with multiple accounts. Domain configuration Pre-stage mailboxes in the target tenant to reduce the impact on end-users during the final migration. Data migration <ol style="list-style-type: none"> Configure Quest Migration tool for tenant-to-tenant migration. Migrate mailboxes, calendars, contacts, and other data. After migration, verify the data integrity in the target tenant to ensure all information is transferred correctly. Update user accounts Reconfigure applications and integrations. User communication and training. Assign and Reassign licenses. Testing with users and devices. Once migration is confirmed successful, decommission the old 	DK consults Team	27/08/2024 To 29/08/2024

	tenant or perform any necessary cleanup tasks.		
Stabilization	1. Testing the solution 2. Resolving defects in the system 3. Administrator Training	DK consults Team	30/08/2024
Closure	Project Signoff	Company K and DK consults team	

Gantt Chart

