# Closeout Meeting

The executive close out meeting is intended to recap the core findings from the assessment focusing on key strengths and optimization opportunities. It is important to include IT decision makers in this meeting so they gain awareness of improvement recommendations and how Microsoft can help, which they can use to make resourcing and investment decisions on what steps will be taken to execute on the recommendations.

# Deliverables

At the end of the engagement, Microsoft Services will provide a set of reporting and dashboard deliverables for the customer to use as references to execute on the improvement recommendations and for internal reporting purposes.

## Azure Security Optimization Assessment Deliverables

|#|Deliverable Name|

|-|:----------------|

|1|Well-Architected Security Assessment - Recommendations and Optimizations Executive Summary.pptx

|2|Services Hub Capability Top 3-5 recommendations plan

|3|Recommendations CSV export from Azure Well-Architected Review survey assessment

|4|Azure DevOps or Github import of all recommendations

# Sharing The Deliverables

Use the Services Hub file sharing to securely share CSV export and PowerPoint reports with the customer:

- Login into Services Hub and navigate to your profile (top right) -> Workspaces and select your customer workspace from there.

- Go into Resources -> Shared Files to upload files to the customer workspace, selecting `Other` for the type of files.

- Ensure/Confirm the customer stakeholders are able to access and download the shared files.