On-Premise to Cloud Migration Report

Team Cloud:

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The proposed project is the development and re-adaptation of the current document management system, moving from localized on-premise servers to the Microsoft cloud-based service Sharepoint. The product Sharepoint is an answer to many of the issues that the company is facing regarding data integrity, multi-collaborator access, and the IT strategy of moving toward cloud based services to reduce running costs and develop an effective disaster recovery plan. The plan to move to Sharepoint would also allow people to work remote as effectively as they can in the office with access to the company’s archives and files at their fingertips without being in the office. As a whole in the world of IT, cloud based strategies are starting to gain traction because of the low cost of upkeep and the ample amount of expertise offered by those maintaining the servers. With the shift of the company toward cloud, we can save costs by having less people on company payroll to maintain outdated legacy servers and reduce costs in overall upkeep of the servers, i.e. HVAC and lighting. Additionally, financially we can see reduced costs starting from the first year due to the low cost of upkeep as well as the removal of the need to buy or retrofit on-premise servers. For the average employee, almost no change would be noticed besides the added feature of checking in and checking out files. We deemed this a necessary feature as it is vital to maintain data integrity and to make sure people’s hard work is not accidently overwritten. Lastly, this feature allows employees to quickly glance at files, see who last edited them and when, a provide a paper trail for changes and edits to data.

For this project, we have chosen the V model methodology because we felt that we have a lot of expertise at our disposal with the aid of Microsoft employees. Furthermore, this methodology was adopted due to the simple and straightforward nature of our project and the lack of dynamic changes to the system. Although certain files may update and change during the course of our change to the new system, nothing will impact the end goal or process of the project.

Our project plan consists of spending one week reviewing data and providing a through plan for the migration while simultaneously preparing the cloud based Sharepoint to receive the files. After the data has been prepped along side the servers, we will collect the data during week three, allowing our professionals to freeze the flow of data so that changes aren’t constantly happening. During this process employees can use the servers as normal, but only changes prior to the predetermined freeze date would be reflected on Sharepoint. During week three and four, we will migrate the data officially, turning on our servers live and making the transition from local data to Sharepoint. Following the migration, we will spend the next four weeks training employees, answering any questions they might have and hold lunch and learns to educate employees of the change and the benefits it brings. At the end of our employee training, we will review our work and make sure that no one was left behind during the migration, or left untrained for the new Sharepoint based system.

In conclusion, the “On-Premise to Cloud Migration” project would adopt modern cloud based services as well as develop a strategic disaster recovery plan, all the while saving the company money, expanding knowledge and expertise, and providing new avenues for growth.