**Wyman SharePoint Intranet Migration Proposal**

**Project Objectives and Scope**

The objective of this project is to migrate the intranet content into (SharePoint Online 365) serving as the basis of SOW include:

1. Develop new site architecture for the organization intranet
2. Establish a clear hierarchy of permissions using SharePoint best practices
3. Migrate the following intranet sites to Centralized SharePoint Online 365 Site
   1. Crafton Site (SharePoint 2010)
   2. Houston Site (Static Site)
   3. Wyman Oracle Implementation (SharePoint 2013)
4. Conduct training for system administrators and intranet content managers
5. Develop Wyman New Spec Or Revision Workflow
6. Update System Documentation
7. Conduct training for Site Administrators and Site Owners

**Project Approach**

Project Approach will rely on collaborative discovery sessions and interviews with key representatives within the Wyman Organization. The following elements are listed below:

**Design Phase**

**Intranet Migration Planning Sessions**

Consultant will conduct plan and review sessions to determine content migration, site taxonomy and security needs. The results of the design sessions will include a roadmap for the migration of the Intranet site to the new SharePoint collaboration portal.

Consultant will conduct plan and review sessions to determine functional specifications of the New Spec or Revision Workflow. The results of the design sessions will include a design for the implementation of the New Spec or Revision Workflow

**Design Phase Deliverables**

Intranet Site Migration Plan

New Spec or Revision Workflow Design Document

**Build Phase**

**Crafton Site (SharePoint 2010) Migration** – Once the core elements have been configured we will migrate the site content to the new platform (SharePoint Online 365) according to the migration plan

**Houston Site (Static Site) Migration** – Once the core elements have been configured we will migrate the site content to the new platform (SharePoint Online 365) according to the migration plan

**Wyman Oracle Implementation (SharePoint 2013)** - Once the core elements have been configured we will migrate the site content to the new platform (SharePoint Online 365) according to the migration plan

**New Spec or Revision Workflow Implementation** – Once the technology approach has been chosen, the implementation will be executed according to the Workflow Design Document

**Build Phase Deliverables**

Centralized Wyman Intranet Site

New Spec or Revision Workflow Implementation

**Training/Testing Phase**

**System Testing** – We will work with key users and subject matter experts to test the functionality of the various elements of the system. Issues identified will be remediated and retested

**Consultant Training** - Consultant will conduct training for Site Collection Administrators and Intranet Site Owners

**Training/Testing Phase Deliverables**

A fully tested system

A fully tested New Spec or Revision Workflow

System Documentation

**Ongoing Activities**

**Status Meetings/Weekly Progress Report** – Regular review meetings will be conducted each week to review accomplishments, upcoming tasks, project progress as well as address issues and provide ongoing guidance for the consultant

**Project Management** – Ongoing project management throughout the course of the project to ensure Wyman and Consultant are staying on course with the project tasks and deliverables

**Project Assumptions and Deliverables**

The following assumptions have been made in regard to this arrangement, and they are critical to the success of the project:

**Management Commitment -** Executive sponsorship of this project is essential. It is proven that projects with strong executive involvement go more smoothly, produce expected budgetresults, and have strong client satisfaction.

**Access to Information** – We must have access to all relevant information that effectiveness of our information gathering and thus add value to the overall project outcome. This relevant information includes appropriate business and strategy documents.

**Project Team Commitment -** personnel to participate in significant roles in the project including:

1. Infrastructure/network administration

2. Content managers for each area to be designed

3. Subject matter experts as necessary

**Content Managers** – Content managers will be familiar with all security requirements for their area of expertise.

**Content Migration** – Migration of Intranet site content will be performed by Consultant.

**Language** – English will be the only language used on the portal for this phase.

**Wyman Deliverables** – In order to complete this project within the expected time frame Wyman will need to provide the following deliverables:

1. SharePoint Online Environment

**Status Reporting** – We will keep you informed of our progress throughout the project.

**Change Orders** – We will work with you to execute change orders, as appropriate, to clearly communicate additional products or services and the related fees or costs which are outside the scope of this proposal.

**Projected Project Duration** – We expected the tasks outlined in this project to be completed in approximately 8 elapsed weeks.

**Project Estimate in Hours**

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| --- | --- |
| **Role Description** | **Hours** |
| Analysis and Design | 20 Hrs. |
| Develop Site Architecture and Organization Intranet | 20 Hrs. |
| Establish Best Practices for Authorizing User Access to the New Centralized Wyman Intranet Site | 40 Hrs. |
| Migrate Crafton Site Content (SharePoint 2010) to the New Centralized Wyman Intranet Site | 80 Hrs. |
| Migrate Houston Site Content (Static Site) to the New Centralized Wyman Intranet Site | 80 Hrs. |
| Migrate Wyman Oracle Implementation Content (SharePoint 2013) to the New Centralized Wyman Intranet Site | 80 Hrs. |
| Develop Wyman New Spec or Revision Workflow | 80 Hrs. |
| Support Internal Testing and resolve issues identified by Testing Team Members | TBD |
| Conduct Training for Administrators and Intranet Site Owners | TBD |