



# **Marine Corps Microsoft Office 365**

## **Content Migration Strategic Guidance**

**Deputy Commandant for  
Information**

**Headquarters, United States Marine  
Corps**

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## Foreword

The Department of Defense (DoD) Data Strategy highlights the fact that the DoD lacks the enterprise data management to become a data-centric organization. In order to ensure that actionable data is available to mission commanders, warfighters, and decision-makers, it is imperative that the Marine Corps adapts a consistent approach to data that is being created, captured, shared, stored, and replicated within our environment.

The MCIEE Blueprint published in 2019 and Network Modernization Plan outlines a comprehensive strategy of unifying organization, data, and processes within the information environment to achieve decision-making superiority and share information and knowledge. The recently signed Interim Policy for Migration and Governance of Unclassified Data and Applications provides guidance for migrating from on-premise to hybrid cloud environment and is an initial step towards the MCIEE Blueprint vision. The transition to the Microsoft 365 platform and the modernization of the SharePoint architecture is the next step in integrating disparate data silos and promoting collaboration across the enterprise.

The Marine Corps' full transition to the Microsoft 365 platform will transform our current legacy SharePoint based information management to an integrated environment. The Microsoft 365 platform provides better analytical tools, better collaboration tools, and better user experience compared to legacy methods. To take full advantage of these capabilities, we must adopt a unified approach to transition content and update current processes and practices. This is an opportunity for the Marine Corps to lead the technology transformation, accelerate operational communications, and improve business activities.

I appreciate the efforts already undertaken, with the rapid deployment of Teams and the engagement with our Fleet stakeholders. I am confident that the strategy outlined in this document provides the guidance for next phase of migration to the 365 platform so that all organizations can take full advantage of this new capability and have better access to data.

*Information virtus bellum est*



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## Record of Change

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## 1. Executive Summary

The Deputy Commandant for Information (DC I) end state for the Microsoft Office 365 (365) content migration is for legacy on-premise content and SharePoint applications to reside in the Modern site architecture of SharePoint Online (SPO). At the end of this effort, the 365 information environment shall be compliant with all governing regulations, incorporate standards for enterprise content and data management, and maximize the capabilities of the software services platform.

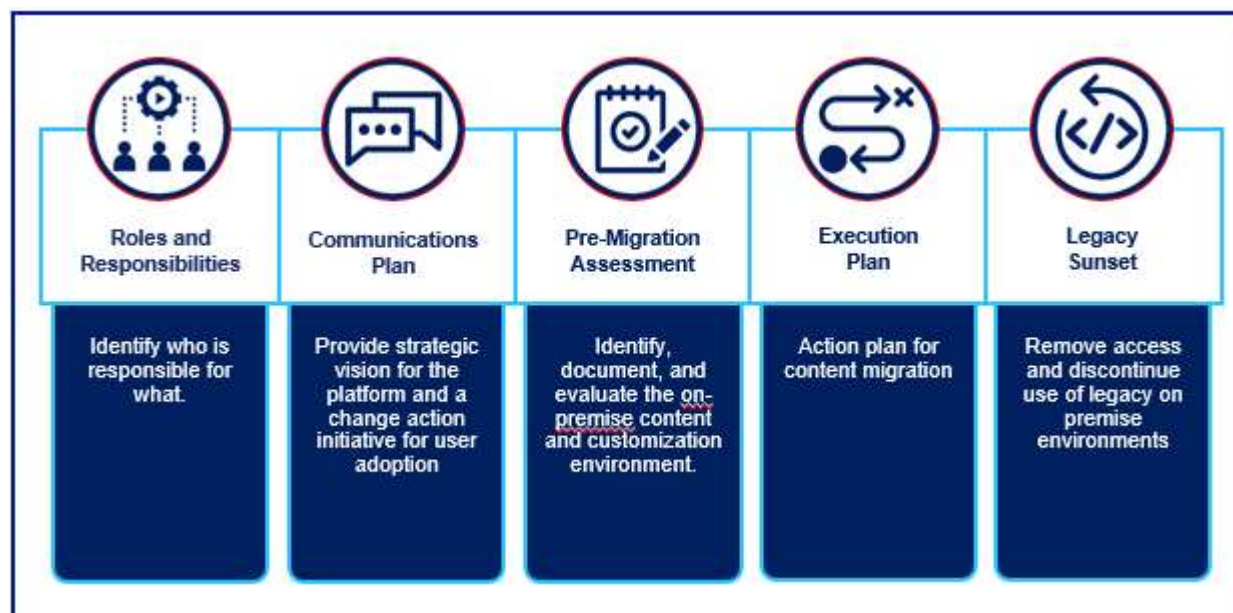
This document provides a structured approach with deliberate guidance for the enterprise migration. This document meets both the DC I's intent and the strategic objectives for the information environment, as outlined in the Marine Corps Information Enterprise Environment (MCIEE) Blueprint, the Network Modernization Plan, the DC I Campaign Plan, and the Interim Policy for Unclassified Application and Data Migration. In addition, this document lays out the principal objectives for the eventual migration and consolidation of content from legacy on-premise environments to the SPO environment.

Content migration is the process of selecting, preparing, exporting, and permanently transferring content from one or more content management systems (CMS), including storage systems, to another CMS. The disposition or authorized deletion of un-migrated content, as well as the validation of migrated content for completeness, and the decommissioning of the legacy CMS, are also part of the entire content migration process.

Content migrations can solve a number of issues including:

- Consolidation from one or more CMS systems into fewer systems, allowing for more centralized control, content governance, and enhanced information and knowledge management
- Converting unstructured content to a standardized content environment
- Compliance requirements that require more functionality from the underlying store, including auditing content access, improved security, or records management capabilities

*Figure 1* below shows the five categories of required migration activities.



*Figure 1 Strategic Operational Migration Activities*

This document outlines the above activities and has the following sections:

- **Migration Approach:** Provides guidance for a multiple migration approach, along with key considerations and critical decisions required to implement and successfully complete the migration process. This section also outlines the dependencies and risks requiring mitigation prior to migration.
- **Strategic Activities:** Develop the following policies and documents to provide strategic guidance to the operational and implementation organizations/leads:
  - **Taxonomy and Topology:** Defines the Modern site architecture for the enterprise as well as the formal naming guidelines.
  - **Roles and Responsibilities:** Outlines the roles and responsibilities for all stakeholders for pre, during, and post migration activities.
- **Enterprise Content Management Strategic Guidance:**
  - **Communication Plan:** Outlines the essential components of the enterprise communication plan to produce a successful information, marketing, and promotion campaign to the various levels of users and stakeholders across the enterprise.

This strategic guidance lays the foundation for the systematic and deliberate coordination of the Marine Corps' people, processes, applications and command structure, to create value through the creation, use, and reuse of its intellectual property, resulting in innovation and improved performance. This includes increasing information and knowledge management maturity and improved tooling, which facilitate the responsive and flexible delivery of information to the warfighter at the right time and place with fidelity and speed.

## 2. Terms and Definitions

The following terms and definitions used throughout this document:

**365** – Refers to the Microsoft IL5 environment set up for the Marine Corps using the Microsoft Office Cloud product suite.

**Communication Site (365 term)** – A type of site. The purpose of this site is to share static content and information. Limited users editing but a larger volume of users viewing content.

**Content Only Migration** – Content migration where only the documents and list data move from one SharePoint storage system to another storage system and the information architecture (or site structure) remains in the legacy storage system.

**Hub (365 term)** – New terminology unique to 365 SharePoint Online (SPO) environment. This is the 365 Modern architectural construct and denotes a site as the parent for navigation and site branding (look and feel).

**Hub Manager (365 term)** – The user who can create new sites, request that they are registered as Hubs, add sites to Hubs, modify the navigation of Hubs, and modify or select the look and feel of a Hub.

**Legacy Environment** – Refers to the SharePoint 2013 or SharePoint 2016 on-premise farms that are currently operating in the Marine Corps or have farms that have Marine Corps content on them.

**On-premise** – SharePoint storage system hosted by the Marine Corps on Marine Corps hardware in a Marine Corps Datacenter.

**Server Farm** – A collection of servers that host the on-premise SharePoint environment; normally includes SQL database servers, application servers, and web front-end servers.

**Site (365 term)** – In SPO, the default unit for organizing content repositories or pages together. In on-premise this would have been a site collection. In SPO, Sites no longer have sub-sites, but are flat and organized around a Hub.

**Site Collection (on-premise term)** – The SharePoint on-premise term for Sites that are grouped together. When moving to SPO, Site Collections are the base for Site creation.

**Site Collection Administrator (SCA) (on-premise term)** – Term for legacy SharePoint for an administrator of many sites grouped under one URL or Site Collection.

**Site Owner** – In on-premise environment, this is a sub-site administrator. In SPO, is the person who has full control of the site, as a SCA would have had in on-premise SharePoint.

**Structural Migration** – A migration method wherein the existing on-premise, legacy site architecture is moved into the 365 environment. This migration method is commonly called a “lift and shift” and is referred to as such within this document.

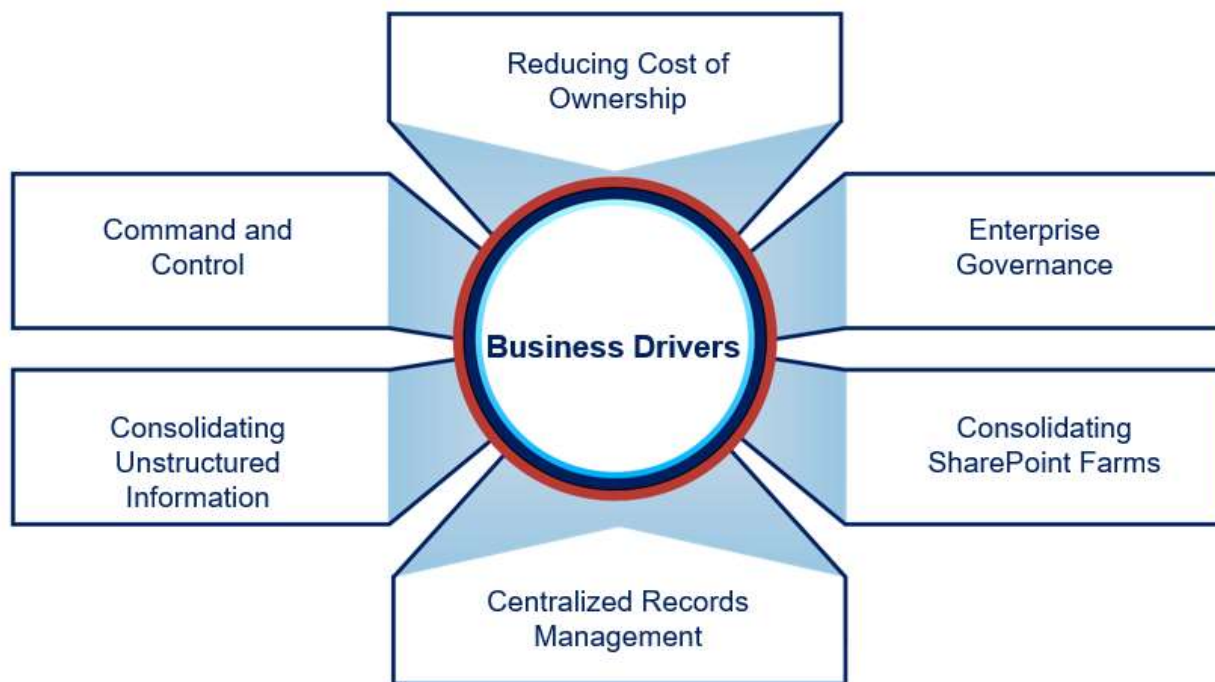
## 3. Key Considerations

There are certain strategic considerations and decisions that influence the overall migration process. Understanding these enable the Marine Corps to adjust proactively away from known perils towards successful, proven practices. The below sections identify the drivers and decisions critical to proper migration planning.



### 3.1 Business and Operational Drivers

The advancement in technology is transforming how we do business and conduct operations. Systems that manage information need to be agile and should be responsive to the changing business and operational requirements for the organization. *Figure 2* illustrates primary business and operational drivers for enterprise content migration.



**Figure 2** *Enterprise Content Migration Business and Operations Drivers*

### 3.2 Business Decisions

- What are the success criteria for and acceptance criteria of migration?
- Who are the owners of the Marine Corps' content, business processes and applications, and what needs to be migrated?
- Will legacy or stopped workflows be archived? This data might be useful later for auditing, as references for process optimization, etc.
- How can organizations determine prioritization of content migration, especially for large volume or high complexity sites?
- What are the regulatory or compliance requirements for migrating covered content from global locations?
- Who requires access to the Marine Corps' content?

### 3.3 Technical Decisions

- Migrate using a manual versus tool-based approach or a combination of the two.

- The right tool should be easy to use, quick to configure, and provide visual interface to define, report and test migration by the user.
- Establishing a rollout window of actual migration with little to no disruption to business.
- Performing validation and quality assurance checks.
- Full migration or incremental migration.
- Whether to reuse or how much to reuse existing application code that needs to be migrated.

### 3.4 365 Migration Best Practices

Figure 3 presents the best practice activities associated with a migration to the 365 SPO environment. These activities are reflected throughout the strategic and tactical executions.

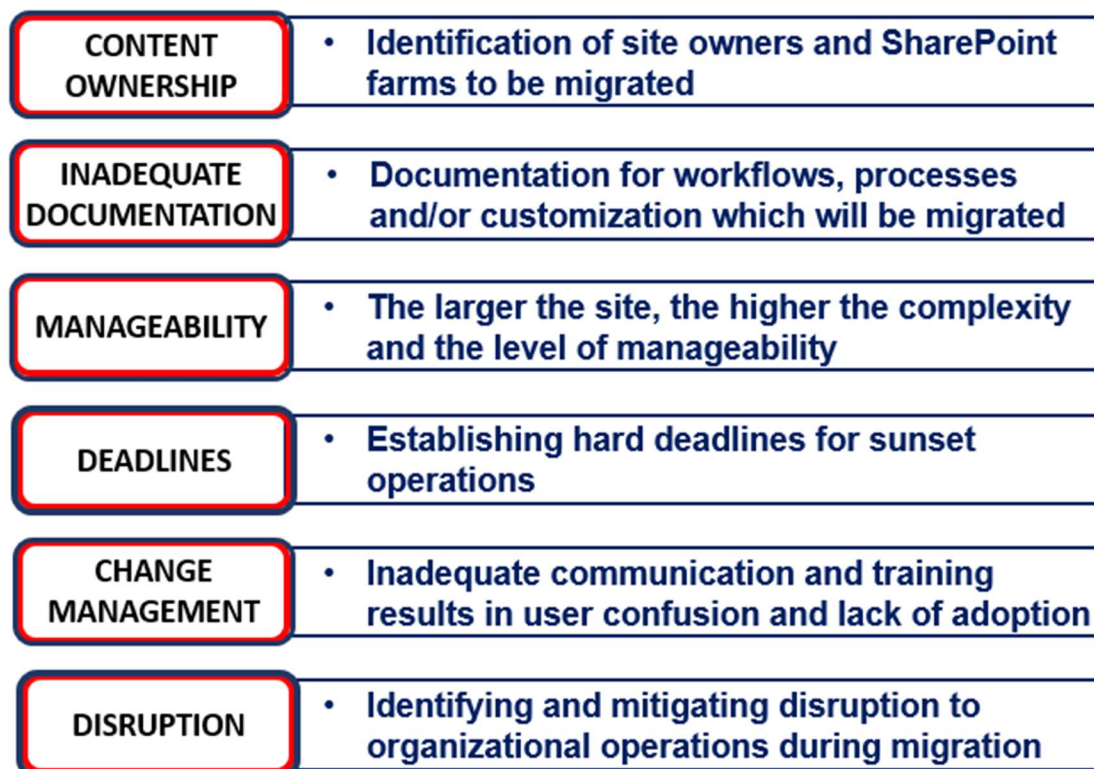


**Figure 3 Migration Best Practices**

Due to the level of mitigation and/or refactoring, content owners must engage as the deciding parties for which migration approach best suits their command/organizational needs, and in developing a plan of action ad milestone (POA&M) to achieve the end state of having their content in the Modern site architecture.

The enterprise should provide environment configuration, governance, communications and the required tools to content owners to support the migration in a timely manner.

Organizations/Commands should identify, understand, and plan for the items listed in Figure 4, including mitigation actions for any considerations that may present challenges to the overall migration execution.



*Figure 4 Migration Planning Considerations*

Section 9 provides more detail on best practice considerations as relates to the stages of content migration.

### 3.5 Common Pitfalls

Common pitfalls identified during previous execution of migration projects include:

- Not taking a backup of the existing application and content prior to content retrieval
- Not migrating during off peak hours (imports of large documents or a high volume of content may slow down both server and applications performance)
- Not considered the network bandwidth required to migrate content
- Not factoring in sequencing and scheduling of jobs with routine jobs such as back up, updates etc. and not planning for potential conflicts arising therein
- Not factoring the full time required to identifying content owners
- Not using scripts for reporting data statistics on the source and target platforms for reconciliation
- Not having a thorough communication plan that informs all user audiences and provides a change action plan for user adoption
- Not having an adequate training or support plan for all levels of users, both pre-, during and post-migration

- Not focusing on target system performance and optimization

## 4. Migration Approach

### 4.1 Multi-Method Migration

There are two migration methods available - content only and structural (“lift and shift”). Both methods include a hybrid state where some sites or content stays on-premises temporarily while other content or sites move to SPO. All methods are available for the move; however, when the lift and shift and hybrid migration methods are employed, a secondary migration to the 365 SPO Modern architecture (Hub topology) must be executed and this secondary action incorporated into the migration plan for that organization. An organization’s migration will be considered complete upon migration to the 365 SPO Modern site architecture.

#### 4.1.1 Content Only Migration

A content only migration is the method that best supports the Marine Corps’ strategy for the information environment. Content only migration delivers a Modern content model focused on creating, sharing, storing, reusing, and archiving all knowledge products in a federated environment. In addition, this approach assures enterprise compliance policies and enables information on demand, in a topology designed for rapid response, sharing, and synchronizing knowledge, both functionally and hierarchically. The Modern 365 platform is adaptive to emerging operational needs, assembling people, processes, and their data, to make informed, time sensitive decisions for follow-on action.

SCA or content owners should execute a content only migration, as they best understand the content, content consumers, and site customizations. Content only migrations also enable use of the Modern features of the SPO environment, as well as better support content consolidation (e.g., only moving active and relevant content).

Planning considerations for a content migration should include:

- The overall level and volume of site customizations
- Available personnel resourcing for maintaining and developing customization
- Content validation need
- Consolidation of other legacy SharePoint environments
- Consolidation of content in other locations (e.g., shared drives)
- General user access to the content

*Table 1* shows an overview of content only migration to the 365 environment.

**Table 1 Content Only Migration Overview**

Topic	Description
Modern 365 Features	365 SPO features available upon migration: <ul style="list-style-type: none"> <li>• Content aggregation across sites</li> <li>• Reusable permission groups across 365 platform</li> <li>• Unified navigation across hub and sites</li> <li>• Unified organizational branding across hub and sites</li> <li>• Scalable, flexible and responsive to organization change</li> <li>• Graphical UI design with drag and drop templates</li> </ul>
Records Management	Security labels, data loss prevention policies, and records management policies, including retention and disposition dates, will be in place at the enterprise level and automatically applied to content. Records Management is executed in place, including Capstone Officials content.
Storage	25 terabytes (TB) max of storage per site.
Customization	All customized apps (e.g., workflows, third-party, InfoPath forms, custom code) must be rebuilt.
Developer Applications	InfoPath and SP Designer replaced with Power Platform products and flow (for workflows).
Updates	365 updates (e.g., patches) will not break or disrupt workflow/forms (Note: Microsoft will be pushing updates to 365 vice Marine Corps).
Training	Facilitates uniform training for the Modern environment across the enterprise.
Topology and Taxonomy	Unified naming standards and standardized templates for hub topology and information architecture based on Total Force Structure Design supports enterprise search and navigation

#### 4.1.2 Structural Migration (Lift and Shift)

A structural migration is the most expedient method of moving content from the legacy environment to the 365 Cloud environment. A SharePoint Farm administrator performs this method of migration. A copy of the organization's entire site collection is made and that copy is imported into SPO. As this type of migration does not move content into the Modern site architecture, consideration must be given to the time and actions required for the secondary effort to migrate into the Modern site architecture to achieve the strategic end state.

Planning considerations for the secondary effort to the Modern Site architecture should include:

- The overall level and volume of site customizations
- Available personnel resourcing for maintaining and developing customization
- Content validation need
- Consolidation of other legacy SharePoint environments
- Consolidation of content in other locations (e.g., shared drives)

- General user access to the content

Other considerations include the number of workflows that require rebuilding and/or retesting upon migration so that they function in the interim time between the structural migration and the final move into the Modern site architecture.

Table 2 shows an overview of a structural migration to the 365 SPO environment.

**Table 2 Structural Migration Overview**

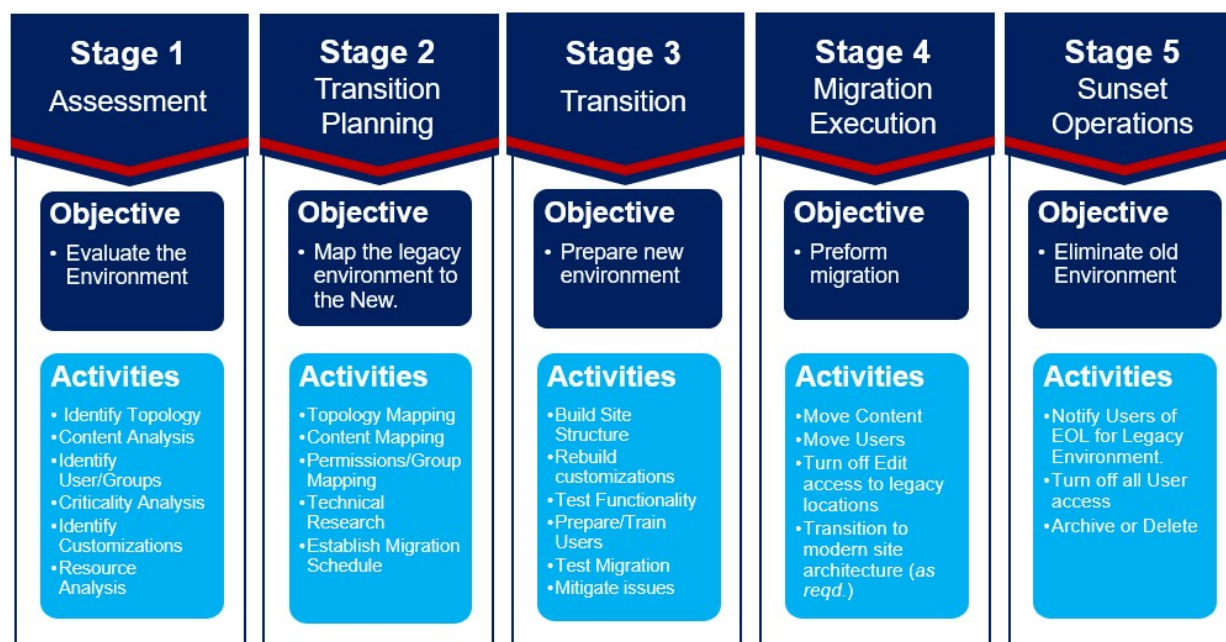
Topic	Description
Modern 365 Features	365 SPO features available upon migration: <ul style="list-style-type: none"><li>• Sites that are structurally migrated will be automatically be placed in Classic Mode. Classic sites <b>will not</b> have access to Modern features.</li><li>• Classic sites can be added to Hubs but will not be able to make use of Modern Hub features.</li></ul>
Records Management	Security labels, data loss prevention policies, and records management policies, including retention and disposition dates, will be in place at the enterprise level and automatically applied to content. Records Management is executed in place, including Capstone Officials content.
Storage	25 terabytes (TB) max of storage per site.
Customization	Full Trust Solutions and Third Party Tool will not be available on SPO. All prior customizations will need to be reviewed after migration.
Developer Applications	InfoPath and SP Designer replaced with Power Platform products and flow (for workflows). Classic sites/lists can still use the old tools however new Workflows or custom forms for new Modern sites/lists should make use of MS Forms, Power Automate and PowerApps.
Updates	Updates to 365/SPO are pushed from MS.
Training	As this type of migration does not move the user into the Modern site environment, no additional training should be required; however, training should be provided in advance of the move to the Modern site architecture.
Topology and Taxonomy	Sites would remain in Classic mode and be hierarchically structured as they are currently until another effort is planned to update sites and topology to Modern.

The following sections identify the activities required to successfully prepare each organizational 365 SPO environment and execute a content migration.

## 4.2 Migration Activities

Figure 5 below provides descriptions of the migration execution stages. Marine Corps Forces Cyberspace Command (MARFORCYBER) shall provide detailed status updates and completion reports to HQMC DC I for review.





“Migrate legacy on-premise content and applications to the Modern site architecture within the 365 environment”.

**Figure 5 Stages of Migration Execution**

### 4.3 Dependencies and Risks

Currently, the primary dependency for the content migration is tool access for SCAs and developers as they prepare for content migration (*Table 3*).

When performing a migration, it is a best practice to identify and validate all content in the on-premise environment so that stale, irrelevant and/or duplicative content is not migrated. It is equally important to maintain version history and metadata. Since manual document downloads do not support version history or metadata, it is critical that SCAs performing their content migration have a tool to assist in these activities.

**Table 3 Dependencies and Risks**

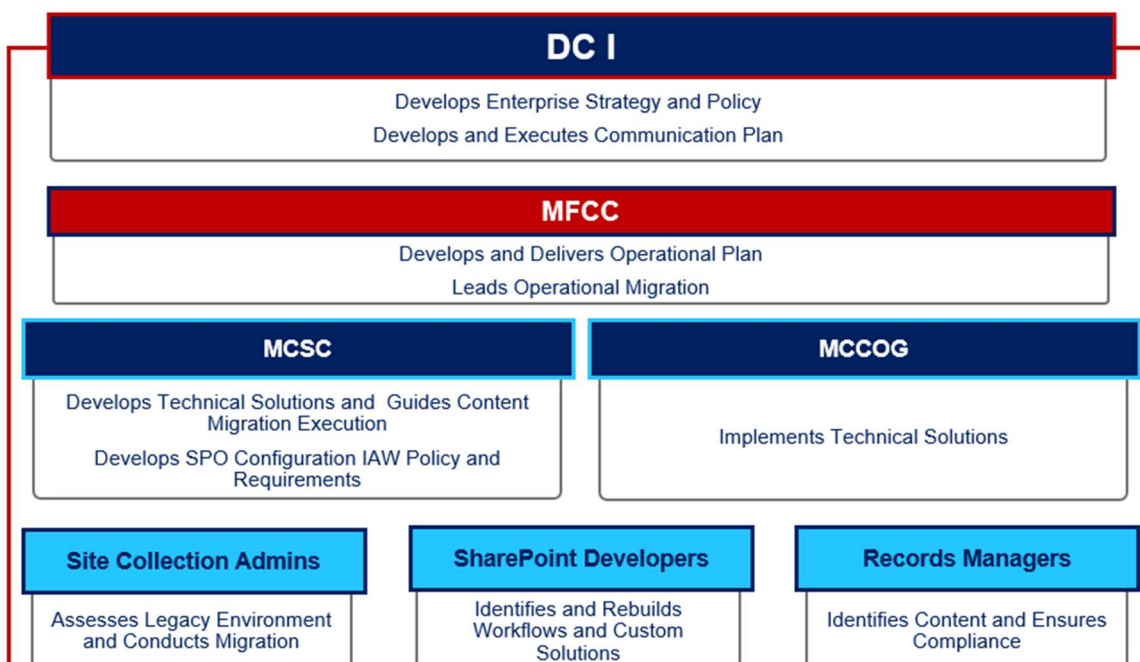
Dependencies	Impact / Risk	Mitigation / Recommendation
Availability of content migrations tools	<ul style="list-style-type: none"> <li>Identification of stale or exposed content will not happen</li> <li>Consolidation of content may not happen</li> <li>Loss of version history and metadata</li> <li>Loss of content</li> <li>Site owners cannot plan for executing migration</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation/test of client-side tool for migration of content only site owners</li> <li>Varonis run on sites and reports given to site owners as part of Pre-Migration Assessment</li> </ul>

Dependencies	Impact / Risk	Mitigation / Recommendation
Availability of developer tools for the enterprise – limited quantities	<ul style="list-style-type: none"> <li>● Critical applications will not be able to be rebuilt</li> <li>● Access to content used by custom applications may be compromised</li> <li>● New applications will not be built causing stagnation of development</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation of what will be allowed in the Environment e.g., types of customization</li> <li>• Advanced customization requires set up and access to a Virtual Dev workstation that can access 365 environment</li> </ul>
Availability of purchased capabilities within IL5	<ul style="list-style-type: none"> <li>● Current functionality such as complex forms, workflows, small applications will not be able to be rebuilt</li> </ul>	<ul style="list-style-type: none"> <li>• Migration does not start until capabilities and tools are available</li> </ul>

The migration execution planners must make additional consideration for access to other advanced development tools such as Visual Studio, and any additional add-ins as well as a deployment process for more complex applications used to support business processes and mission operations in the SPO environment.

## 5. Roles and Responsibilities

Figure 6 identifies the overarching roles and responsibilities of the identified stakeholders for content migration. It is important to note that there are numerous tasks associated with each role and many require coordination between the stakeholders to ensure transparency and synchronization of activities in support of the overall strategy.



**Figure 6 Roles and Responsibilities**



## 6. Site Evaluation Tools

To assist with data collection and documentation of the existing SharePoint and shared drive content locations, SCAs can use *Appendix A:: Site Technical Questionnaire* and *Appendix B:: Site Prioritization Matrix* to effectively plan for a migration and assess the impact it would have on their organizations and user base.

## 7. Communication Plan

The communication plan for content migration will provide strategic messaging to the enterprise, including the desired end-state for the SPO environment and a change adoption framework. The communication plan will be adaptable for use by the various audience levels, from advanced users and developers to SCAs to the general SPO end user. *Figure 7* identifies the components for the communication plan.



**Figure 7** Communication Plan Elements

The communication plan shall also provide guidance and information in the following areas:

- Marketing campaign, similar to that created for Teams, of what you get with the 365 SPO environment and the holistic user experience
- Communications to the SCAs of their responsibilities and timeframe to complete planning and when they will have access to the new environment and tools for rebuilding and testing
- Communications about the readiness of the environment to all users who will be performing migrations, i.e., SCAs
- Standardized templates for SCAs to make use of for communicating to their users about migration schedule/training/timeline

- Training and user resources
- Sustained communications effort which relays the current capabilities of the environment and the status of migration, features, and new capabilities to the broader user audience

## 8. Timeline

The overall timeline of the migration effort should outline both the migration stages, with the various strategic roles and activities identified, as well as milestones for progress. The operational lead shall develop the timeline, with consideration to both resourcing and the strategic end state. If required, the timeline should incorporate risks and dependencies and contingency planning for out-years, beyond the current schedule.

## 9. Content Migration Best Practices by Stage

### 9.1 Summary

*Figure 8* below outlines the five stages for tactical execution and the associated best practices for each stage. It will be important for SCAs to document the current environment and work with lower-level content owners to identify content that needs to move and address issues with changes in functionality. Technical resources with an understanding of SharePoint 2013 and SharePoint online, along with SharePoint Developers will be required to support this migration and keep impact to large groups of people as low as possible. It is strongly recommended that organizations identify and train the appropriate personnel prior to migration.<sup>1</sup> Communication of Governance and Change Management will be essential to the success of migration and user adoption.

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<sup>1</sup> Depending on the organization type and size, there may be a need for the organization to hire specific personnel with the requisite training, experience, and education to supervise the migration and manage process improvement post-migration.



“Migrate legacy on-premise content and applications to the Modern site architecture within the 365 environment”.

**Figure 8 Execution Plan**

## 9.2 Stage 1 Assessment

The first step in any migration effort is identification of what the current environment looks like from a structure, permissions and capability perspective. This should be done per site collection by a SCA. For large site collections with many sites, or groups that have multiple site collections, coordination by a central entity with the Content/Site Owners will be required. The recommended coordinating body is the Information and Knowledge Management group(s) for each organization.

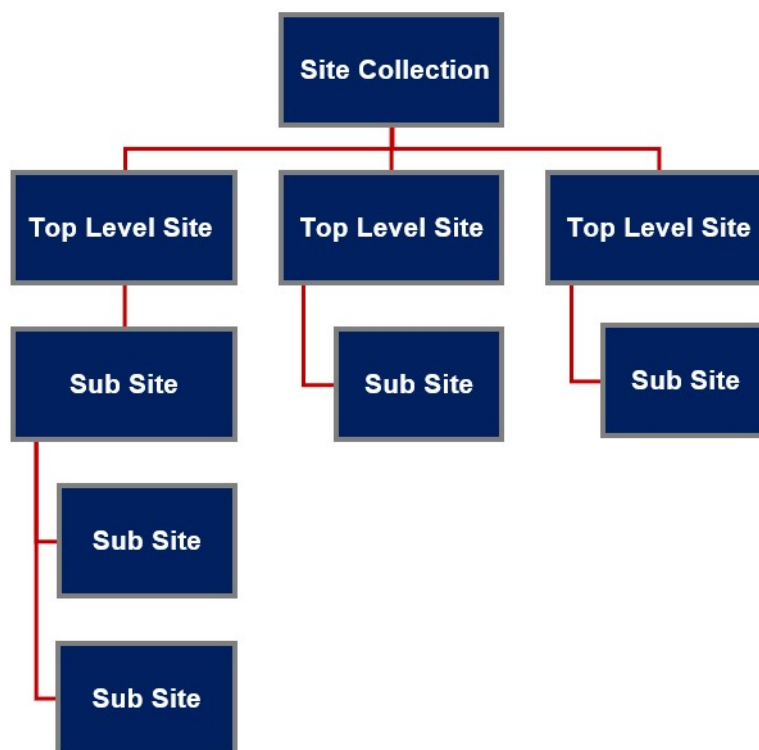
### 9.2.1 Stage 1 Assessment Objective

Evaluation/Documentation of the Current Environment

### 9.2.2 Stage 1 Assessment Activities

#### Identify topology

The current structure of SharePoint 2013 is hierarchal, see *Figure 9*, with a Farm containing Web Applications that host Site collections that have sub sites under them. Most SCAs do not have access above their site collection so they will not have the ability to enumerate sites with PowerShell commands.



**Figure 9** *SharePoint Hierarchical Structural Diagram*

However, SCAs can view the “Site Hierarchy” from the Site Collection Settings menu. This will provide an output of Uniform Resource Locators (URLs) for every site in the site collection. A Technical Owner should be identified for every site. These owners will be involved in content review.

### **Content analysis**

Upon site identification, each site will have to be visited and from the Site Owners group a Technical Owner identified. This user should be able to review the content of the site by reviewing the lists and libraries and the content within and have insight into the purpose of the site and its user base. The SCA can identify all the repositories each site owner should review or clean up. Those repositories that will migrate or required to be archived, should be deleted or marked for deletion. Content review for relevancy within all on-premise repositories should be mandatory. All content analysis actions should take place before migration.

In addition, other legacy content repositories should be identified and content stored therein analyzed, e.g., shared drives, and this content verified and moved into the Modern environment.

### **Identify user/groups**

While every Site has three default groups with default permissions, it is likely that custom groups or permissions were created for sites or repositories. The SCA should have documentation that notes, per site, what Groups have what access and lists group members. For repositories with unique permissions, document each group name, the group’s permissions for the repository and the group’s members, as demonstrated in *Table 4* below. Technical Site Owners should be able to review and remove users who no longer need access. Custom groups that are no longer required should be deleted.

**Table 4 Site Permissions**

Site Name/URL: <a href="https://eis.usmc.mil/sites/Sitecollection/SiteA">https://eis.usmc.mil/sites/Sitecollection/SiteA</a>		
Owner – Full Control	Member - Edit	Visitor - Read
User A User B	User C User D	Everyone
Repositories with Unique Permissions		
Member Documents	Owners – Full control Members - Edit	

### Criticality analysis

Each site and its content should be reviewed for how critical it is to day-to-day operations. It may be found that only one repository in a site is critical, or an entire site might be listed as critical as it provides information to the entire organization. Assigning a criticality designation to sites and/or content will give SCAs more insight to plan content migration and the level of communications necessary. (See initial evaluation tools section).

### Criticality designations

- Critical Functions--Mission-Critical
- Essential Functions--Vital
- Necessary Functions--Important
- Desirable Functions--Minor

### Identify customizations

Customizations to a SharePoint site can include use of any of the following to extend the capability of SharePoint.

- SharePoint Designer
- InfoPath Designer
- Third Party Tools like Nintex or CorasWorks
- Visual Studio
- HTML
- JavaScript
- Custom Code of any kind

Customizations include custom themes, master pages, templates, workflows, forms and web parts. These may be packaged solutions, deployed at the Farm or Site collection level, or just scripts on pages that render on page load.

All of these solutions require documentation so that they can be mapped to SPO functionality or be identified for rebuilding. All applications built require documentation as well and assigned a criticality designation, as demonstrated in *Table 5* below.

**Table 5 Custom App Identification**

App Name/Location/Owner	Workflow Name	Custom Form	Custom Groups
<ul style="list-style-type: none"> <li>What is the app name?</li> <li>What are the URLs for any lists/Libraries or Pages the app uses?</li> <li>Who manages the day-to-day function of the app and if different who manages the Technical side of the app?</li> </ul>	List the Name of every SharePoint Designer Workflow that the app/lists use	Are there custom forms in use? In what program was the form created? Ex SP Designer or InfoPath Designer?	List the names of the groups used in the app and the permission level they need. Is the user base anyone outside of Organization?
<b>App Purpose, Priority and Description</b>			
Provide a description of why the app is needed and what function it preforms and how important it is to the user base or division/branch. What is the Priority for migration for this app? Are there any additional customizations like Key Performance Indicators (KPIs) or custom code on pages that this app uses? Does past content need to be maintained as archive? Is the content stored by the app large?			

## Resource analysis

Organizations should conduct a detailed review of content and customizations, and determine if they have the appropriate technical resources to execute a migration. By reviewing their environment and assessing their resources, organizations can develop a realistic Plan of Action and Milestones (POAM), as well as identify resource gaps.

If an organization does not have sufficient resources to support their migration in accordance with the proposed timeline, the output of Stage One will be a justification for why they cannot migrate now, what they require to migrate, and when they will be able to do so, including a proposed POAM.

## 9.3 Stage 2 Transition Planning

In Stage 2, the old environment will be mapped to the new SPO structure. SharePoint Online will not use a hierarchical structure. It will use a flattened structure with little to no sub sites. That means every site identified will become a site collection. SCAs will now become Hub Managers who create sites and manage the overall navigation and look and feel of an organization. The navigation will remain hierarchal but the actual technical structure will be flat. With this comes the “Modern” feature set for look and feel, Web parts, and functionally. In transition planning the SCA will plan to recreate the old environment and research how to rebuild old customizations.

### 9.3.1 Stage 2 Objective

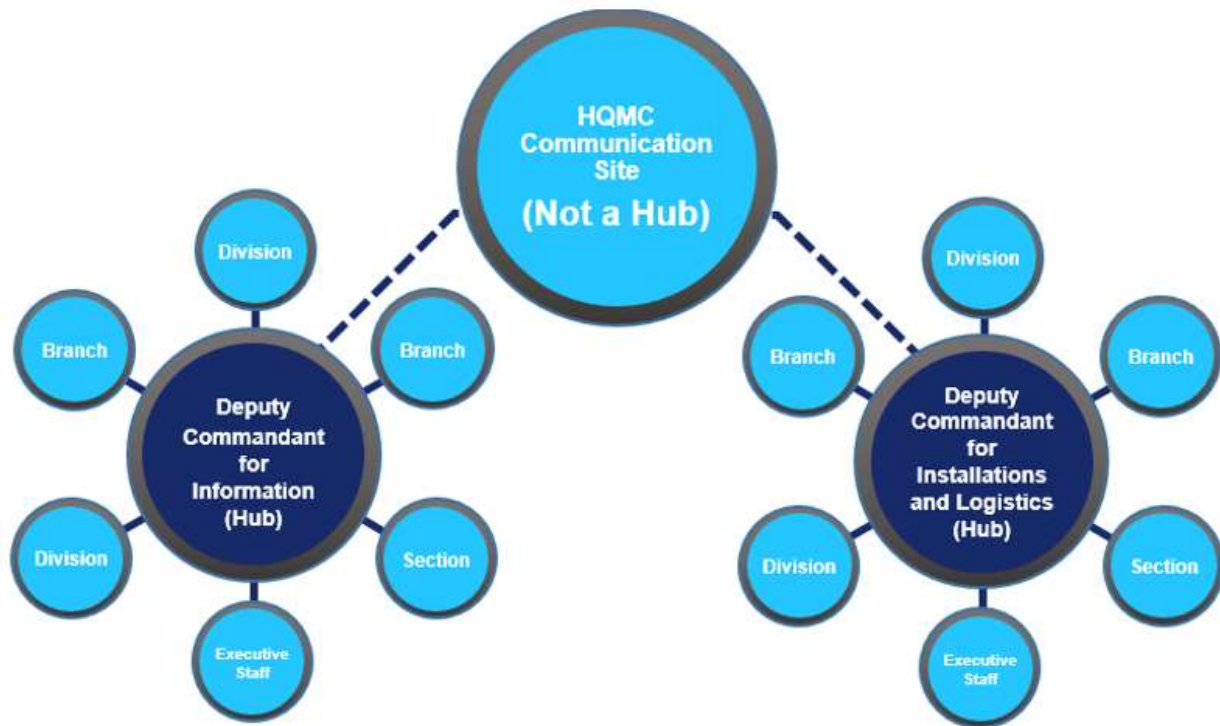
Plan the new environment and map legacy structure and content from old to new.



### 9.3.2 Stage 2 Activities

#### Topology mapping

Each site will need to be recreated and follow the enterprise naming guidelines. Hubs will be registered with HCS and follow the organization structure outlined in the Total Force Structure Design and the MCIEE Blueprint, see *Figure 10* for a representative example. *ATTACHMENT 1*: is the 365 SPO Topology and Taxonomy policy and provides details and guidance on Hub assignment, development and naming standards.



*Figure 10 Future Cloud Topology*

## Content mapping

Content mapping identifies what content repositories will need recreating. For example, a calendar and document library that were present on the old site will need to both be migrated to the new site and have the same name they had in the old location.

Another scenario may see content from a Shared Drive migrating into the same document library or to many libraries, some new and some migrated.

It may also be that an archive location needs to be created and curated, to ensure proper deletion and/or disposition of stale and/or content that will not migrate.

Content mapping will allow you to document what you have, where it will need to go on the new sites and what it will be named.

## Permissions/group mapping

Permissions mapping is an extension of content mapping, as you will be creating new groups to support what was present before. Some group names will require re-naming to match the new name of the site. With each site now having a 365 group reusable across site collections and teams, it may be possible to reduce the overall number of groups that are managed.

## Technical research

There are many differences between On-Premise SharePoint and SharePoint Online. Based on the identified customizations there will be effort needed to replicate features in the new environment with out of the box functionality or to research the options for recreating apps.

This phase is the opportunity to research options for how to rebuild and to identify if additional licensing is required for SharePoint developer tools.

- **Dynamics 365** is a set of intelligent business applications that helps you run your entire business and deliver greater results through predictive, Artificial intelligence-driven insights.
- **Power Apps** is a suite of apps, services, connectors and data platforms that provides a rapid application development environment to build custom apps for your business needs. Using Power Apps, you can quickly build custom business apps that connect to your business data stored *either* in the underlying data platform *or* in various online and on-premises data sources (SharePoint, Excel, Office 365, Dynamics 365, SQL Server, and so on).
- **Power Automate** is a service that helps create no code, automated workflows between your favorite apps and services to synchronize files, get notifications, collect data, and more.
- **Power BI** is a suite of business analytics tools to analyze data and share insights. It allows you to monitor your business and get answers quickly with rich dashboards available on every device. In your app, you can check the status of the data alerts that you have set up in the Power BI service.
- **Visual Studio** is an integrated development environment from Microsoft. It is used to develop computer programs, as well as websites, web apps, web services and mobile apps.



## **Establish migration schedule**

Now that everything has been identified, the SCA can work with each site's user base and technical owner to see who will be ready to move first and set a schedule for migration for the organization. Easy sites may go first to give more time for resolving issues with customization or top-level organizational sites with content everyone accesses may need to go first. This phase allows for all considerations to be taken into account based on the individual needs of each site and the organization as a whole.

## **9.4 Stage 3 Transition**

After identifying and planning, Stage 3 is the time for SCAs and SharePoint Developers to gain access to the new environment and tools to build out new structure and test new features as well as test migration tools provided to them. With no general users on the environment, customizations can be rebuilt and tested before content is moved.

### **9.4.1 Stage 3 Objective**

Prepare and build out the new environment.

### **9.4.2 Stage 3 Activities**

#### **Build site structure**

Based on the previously created topology map, create the hub site and follow the process to register it. Then create the other sites and build out the global navigation to mirror the old hierarchical site organization. Create any custom groups for each site as needed. For each site, look at the content mapping and determine if new repositories need to be created or additional pages are required to support content display.

#### **Rebuild customizations**

Rebuild any custom apps/forms/workflows. This may take a while if testing of different options is needed. Custom Themes may need to be created then deployed by the SharePoint Online Admins in HCS. Cease all work on customizations in the legacy environment.

#### **Test functionality**

Follow any test plans created for custom apps to make sure all original requirements are still met with the new app. This may mean bringing over some test data from the original environment and getting limited user review. Test any new functionality that is being deployed.

#### **Prepare/train users**

New user guides for custom apps may need to be created or trainings given to users. Users will need to be notified that changes are coming and may want general demos of what the new environment is starting to look like. Content owners or administrators should be trained on auditing and reporting tools for content validation post-migration.

#### **Test migration**

Once the migration tool made available to SCAs, testing should be completed to identify issues such as Network time outs due to large volumes of data being pushed across the network. Large libraries may need to be broken up and moved in small batches.

#### **Mitigate issues**

Take time work through issues with rebuilding and with migration. This may change how migration occurs or the schedule.

## 9.5 Stage 4 Migration Execution

Stage four is the technical migration of production content and user's access to the new environment to continue day to day work. During this phase, depending on resources, there may be a time where a hybrid SharePoint environment exists. Users will be on both SharePoint Online and On-Prem actively. Content on migrated sites will be set to read only and links provided to the new sites. During this time communication to users is critical as is providing an avenue for users to contact SCAs for issues.

### 9.5.1 Stage 4 Objective

Perform migration and validate content in the new environment.

### 9.5.2 Stage 4 Activities

#### **Move content**

Using the tools provided, work with the Site Owners to perform migration activities site by site based on the schedule created.

#### **Move user**

With Validation from each Site Owner, grant access to user groups via the new SharePoint Online 365 groups that have been created.

#### **Validate content**

Once content is migrated, the content owner should run audits on their content to validate it has migrated properly and into the correct locations.

#### **Turn off edit access to legacy locations**

As each site's content and users are migrated, access to old locations on SharePoint and Shared Drives should be made read only.

## 9.6 Stage 5 Sunset Operations

The last part of any migration is shutting down the old environment. Content that is not migrated should be archived or deleted in accordance with Marine Corps records management policies. Notifications must be sent to users stating that read access to the old environment is going to be turned off. SCAs should maintain access to the environment for a defined period after access to all other organizational users has been removed. After another period of time, to be determined by the Enterprise, the old environment will be archived and its services be turned off.

### 9.6.1 Stage 5 Objective

Removal of access to and elimination of the legacy environment

### 9.6.2 Stage 5 Activities

#### **Notify users of end of life of legacy environment**

SCAs should make use of the templates provided to them by the Communication plan to send out notifications to the users that all access to the legacy environments will end by a particular date. A follow-up email should be sent the day that this occurs.

### **Turn off all user access**

SCAs should remove all general users from the site collection. However, Administrators should maintain administrative access at their level until the date set by the enterprise for turning off the infrastructure of the on-premise environment. The same should be true for the Shared Drive infrastructure.

### **Archive or delete**

Each organization should be provided guidance and understand any compliance requirements for archiving or deleting the old content which did not migrate.

### **9.6.3 Infrastructure Legacy Sunset Operations**

The final activity of content migration is the legacy infrastructure sunset, which entails ending support to and decommissioning of the legacy infrastructure. This activity both prevents any use of the old environment, including applications, and provides a formal end to the migration effort for that organization. For the Marine Corps, this activity also supports network modernization, data consolidation and standardization and enhances security. Planners must publish and communicate a timeline that establishes target sunset dates based on end-of-life for EIS server farms, end-of-support for legacy infrastructure, network modernization efforts, and any additional business imperatives driving sunset operations.

Questions to consider when developing the implementation plan of infrastructure sunset activities:

- When should all Marine Corps sites be complete with content migration?
- When will legacy on-premise solutions be made unavailable to users?
- What are the archival and deletion requirements for un-migrated content?
- When will Shared Drives be made “read only” and when will access to Shared Drives be removed?

## **10. Conclusion**

The capabilities of the 365 platform, including SPO, can transform how we achieve mission success in the Marine Corps. The 365 content migration is an important enterprise initiative in support of our technological transformation. Each content owner should understand the strategy and enterprise intent for the 365 environment and, as each organization develops their detailed execution plans, the overall migration strategy and end-state should be kept in mind. The activities outlined in this document are the principal efforts required and necessary to achieve a successful migration, at both the organizational level and for the enterprise as a whole.

## Appendix A: Site Technical Questionnaire

Below is sample set of technical questions created for the SCA based on known issues that hinder migration. These questions provide an overall impact rating from low to high and allow adjustment of that rating based on the organization's available resources for migration. This questionnaire is a starting point for SCAs or content owners to understand the level of customization on their site(s) and provides identification of workflows, code and applications that would break and is valid as an evaluation tool. Full analysis will still be required to determine the requirements for rebuilding (e.g., resources, timeframe and tools necessary). The operational lead will provide any additional questions during the Assessment portion of migration.

**Table 1: Site Evaluation Questions**

	Questions	Comments/Concerns
1	Does the site use managed metadata?	
2	Has the site look and feel been changed by customizing master pages?	
3	Does your site use custom webparts developed as WSP? (this is a file extension for SharePoint Solution Packages) Stands for Windows SharePoint	Not recommended in SPO.
4	Is the site a custom coded application that that receives data from an external source?	Will have to be recreated
5	Is the site a custom coded application that sends data to an external source?	Will have to be recreated
6	Does the site use Sandbox solutions?	Not supported in SPO
7	Was the site customized and published using Visual Studio?	
8	Does the site use 3rd party solutions that are not available in SPO?	
9	Does your organization have supporting SharePoint Admins and Developer resources to rebuild your site structure and permissions?	If you have large structure and complex permissions, your SharePoint resources should be experienced with 365 and SharePoint Migration. Large structures may require multiple resources and additional planning.
10	Does your organization have supporting SharePoint Admins and Developer resources to rebuild your customizations?	The greater the number of workflows, custom forms and custom apps on the site collection the more Resources or time may be required to migrate successfully.

These questions serve to identify the amount of work that may be involved in recreating/building the new site. However, they also are opportunities to make use of new features that are out of the box with

SharePoint online and will require research on the part of the SCA on how to deliver the same or similar capabilities from the Modern framework.

## Appendix B: Site Prioritization Matrix

SCAs should prioritize their sites for migration using the Site Prioritization Matrix. The matrix prioritizes sites by mission criticality, then scope, then site usage, by the complexity and level of effort required to re-create the site and last, by relative time required to re-create the site in the SPO environment.

**Table 1: Site Prioritization Matrix**

Description	Scale	Legend	
<b>Mission Impact:</b> Site is deemed mission essential in executing the command's operational goals	1-4	4	3-4 star CG level
		3	1-2 star CG level
		2	Col level
		1	LtCol level
<b>Scope:</b> Site size by level	0-4	4	MEF-wide/multi command
		3	Multi-unit (not MEF-wide)
		2	Regiment/Group-wide
		1	Battalion/Squadron-wide
		0	Local site
<b>Site Usage:</b> Number of users	1-3	3	More than 100 users
		2	11-99 users
		1	10 users or less
<b>Site Usage:</b> Frequency of users	1-3	3	Daily
		2	Weekly
		1	Monthly
<b>Complexity:</b> Number of capabilities enabled, level of customization & unique functionality and length of time required to recreate functionality in SPO	1-6	6	120+ man hours (3 or more weeks)
		5	80-119
		4	40-79
		3	20-39
		2	9-19
		1	1-8
<b>Prioritization Total:</b> Score total of criticality, scope, site usage and complexity	1-20		Higher number is higher priority
<b>Do not migrate:</b> Content not posted in 12 months, unit disbanded, old site that was replaced, etc.	0		
<b>Example</b>			
TEEP site contains an application that requires zero down time, provides a MEF-wide vital functionality, including MSCs. It is used by 11-100 users daily, and contains complex coding that may take 70 hours to re-create	17	4	3-star CG-level Mission Critical
		4	MEF-wide, including MSCs
		2	11-99 users
		3	Daily use
		4	40-79 hours

## **ATTACHMENT 1:      SharePoint Online Topology and Taxonomy**



# **Marine Corps SharePoint Online Topology and Taxonomy**

**USMC 365 Governance  
Policy**

**Deputy Commandant for  
Information**

**Headquarters, United States Marine  
Corps**

**5 May 2021**





## Change Record

Date	Author	Version	Change Reference
7/12/2020	Lorin Miller	.1	Initial draft for review
7/20/2020	Lorin Miller	.2	Updates following initial review with Sandra Miller and Cliff Harris
7/23/2020	Lorin Miller	.3	Updates to naming convention section
8/3/2020	Lorin Miller	.4	Updates to Hub request fulfillment process
8/17/2020	Felicia Wilkerson, et al	.5	Updates to all sections
9/30/2020	Rachel Kennedy, et al	.6	Updates to all Sections
1/21/2021	John Price, et al	.7	Updates to all sections, CRM adjudication
2/20/2021	Felicia Wilkerson, et al	.8	Updates to all sections, SOP alignment
2/26/2021	John Price	.8	Updates to all sections, style conformity

## Reviewers

Name	Version Approved	Position	Date

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# 1. Introduction

To achieve and support the strategic end-state for a federated 365 environment, the Marine Corps 365 (365) SharePoint Online (SPO) topology structure must be developed in a manner that both reflects the enterprise organizational structure and enables holistic content management, enterprise search and information on demand. In contrast to SharePoint 2013, 365 SPO site structure deliberately flattens site architecture, streamlines navigation, and provides uniform branding and layouts. These characteristics, developed appropriately, will enable the Marine Corps to focus on information identification and categorization, content lifecycle management, and knowledge transfer, including automated delivery.

This document serves as a formal 365-governance document to guide development of enterprise 365 SPO site topology and taxonomy.

## 2. Purpose

The purpose of this document is to establish the baseline enterprise topology and the methodology for taxonomy for the 365 SPO environment. This document also defines the requirements for hub designation, the hub registration request process, and the site request process.

The Marine Corps organizational structure, defined in the MCRP 1-10.1 Organization of the Marine Corps, and the information environment strategy, outlined in the MCIEE Blueprint, are the basis for both the topology and the hub criteria for the Marine Corps SPO environment.

The Marine Corps shall develop the hub and site architecture framework and the technical solutions for the processes above for the SPO environment using the procedures defined in this document. This is a requirement for 365 Phase II Content Migration and shall be developed prior to content being migrated into the SPO environment.

## 3. SharePoint Structure Overview

### 3.1 SharePoint Architecture Review

The current on-premise Marine Corps SharePoint environment consists of numerous farms, web applications, site collections, and sub sites, in a classic nested architecture. In this hierarchical model, the site collection level could determine the navigation, permissions and design, and the model limited site control to the individual site level, which inherited these branding and navigation features.

The Modern<sup>1</sup> SPO structure flattens this architecture to a hub and spoke model wherein each site is now its own site collection with no or minimal sub sites under one URL. The Modern sites are connected via a central hub instead of using vertical hierarchy. A hub creates a virtual architecture for sites associated to it and shares navigation and branding to those sites. SPO sites

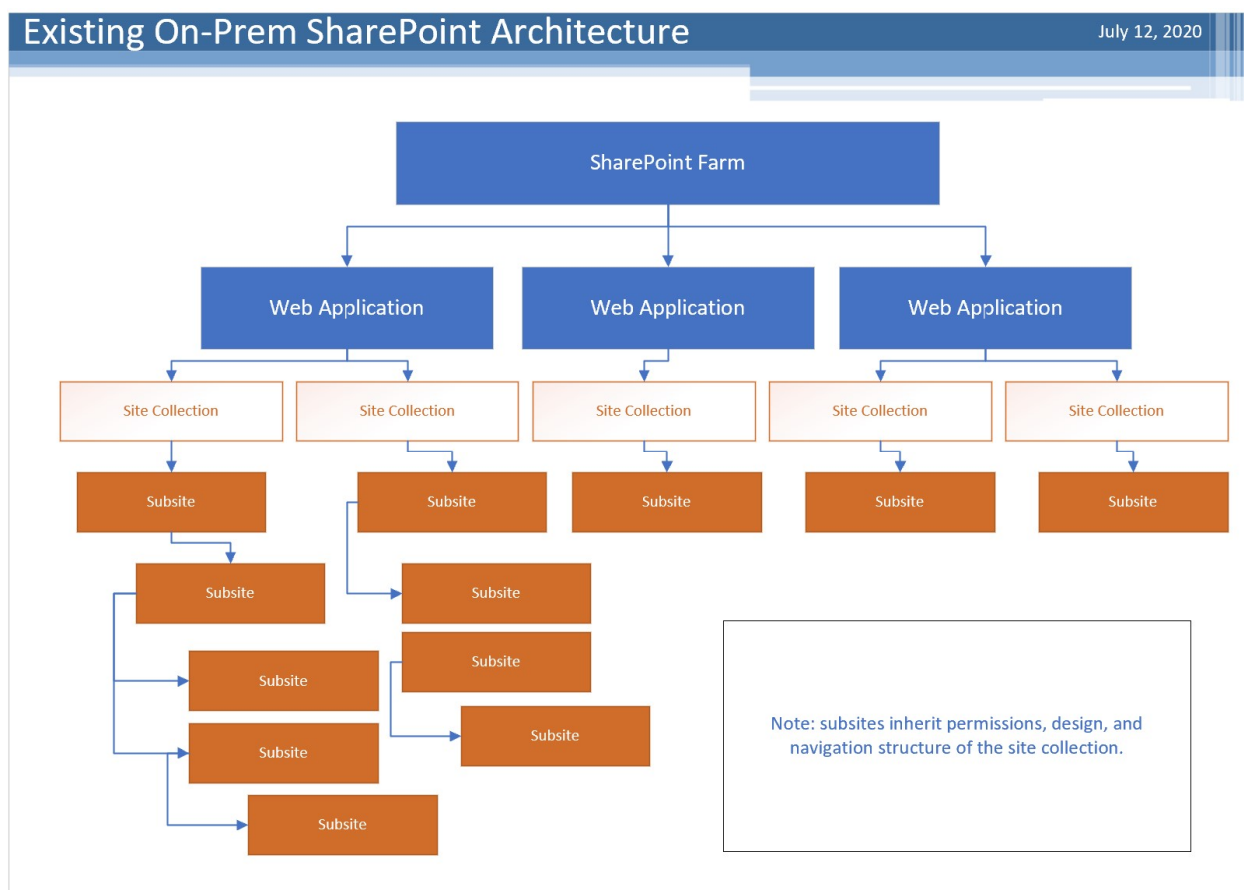
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<sup>1</sup> Modern is a specific Microsoft term that refers to the hub and spoke site architecture, and is thus capitalized throughout.

have shorter URLs, easier site management and reorganization, streamlined navigation, and unified visual elements. Of note, SPO does not use the term “site collection,” the term “site” is the verbiage used for the Modern SPO hub and spoke architecture.

### 3.1.1 SharePoint 2013 Structure

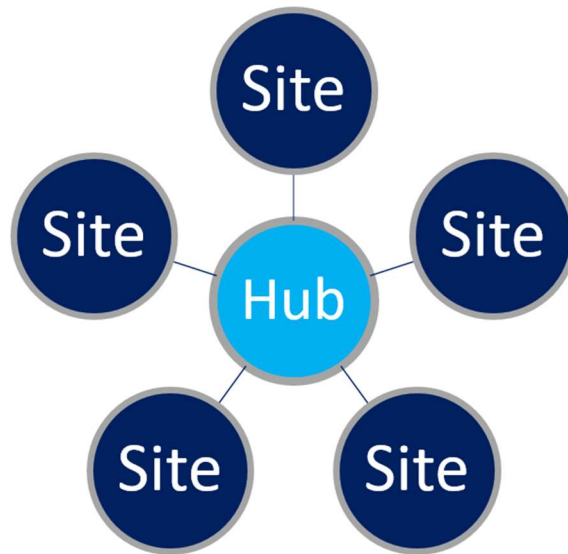
*Figure 1* reflects the current, on-premise SharePoint site structure, which shows a single farm, with multiple web applications with several site collections, each with numerous sites and sub sites at various levels. The ability to share content across the site collections is not possible in the on-premise model, nor can an organization aggregate content from any subsite to another without customization.



***Figure 1 SharePoint On-Prem Structure***

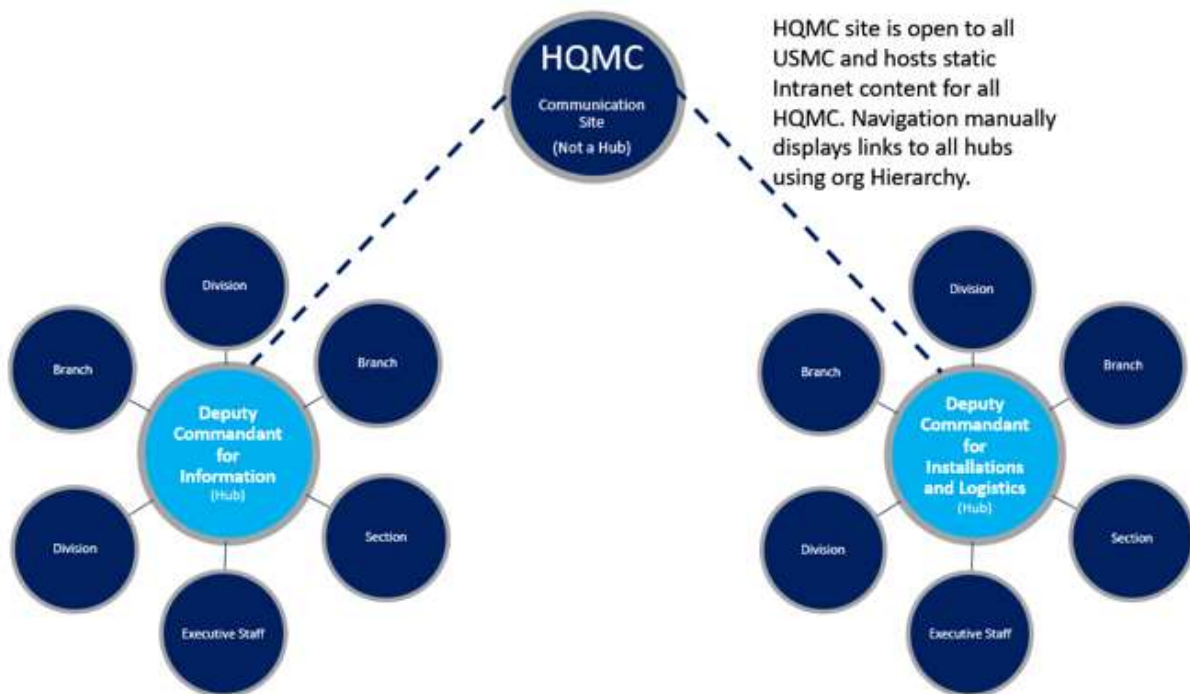
### 3.1.2 SharePoint Online Structure

In 365, the structure follows a hub and spoke model for organizational association. See section 3.1.3 for descriptions of each type of site within the 365 SPO structure. *Figure 2* depicts a Modern SPO site, reflecting the hub and site structure.

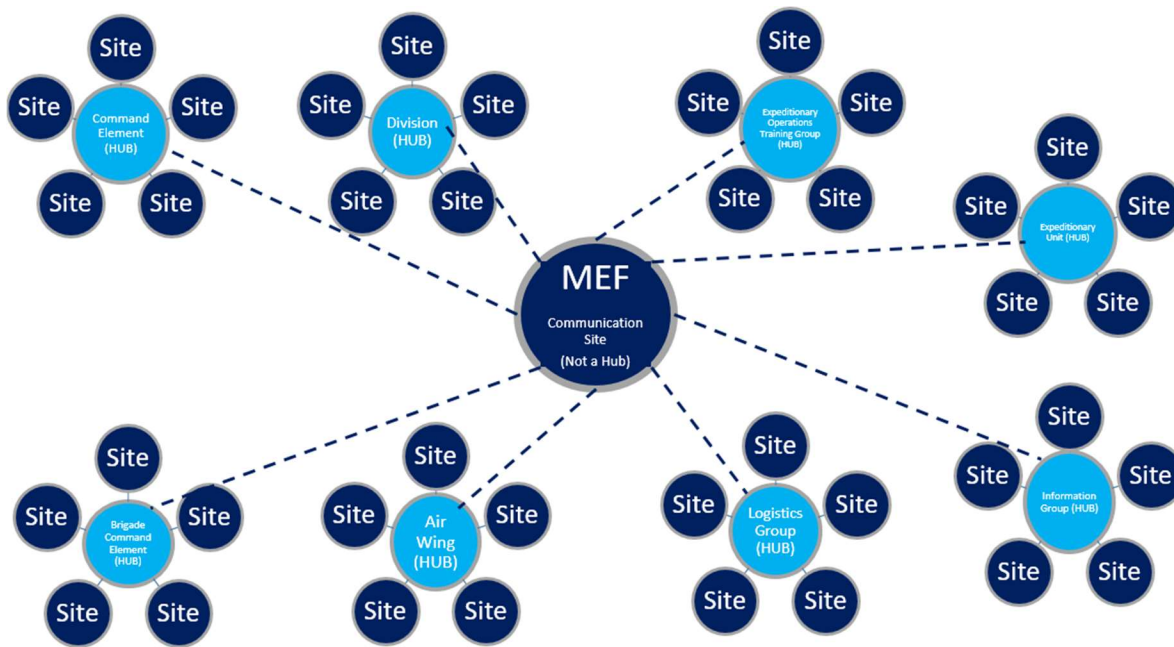


**Figure 2 Modern SPO Hub and Site Structure**

Figure 3 and Figure 4 illustrate both HQMC and MEF sites and exemplify how existing on-premise SharePoint sites translate to the Modern 365 site structure. In order to organize multiple hubs under a command, they must be linked to their requisite communication site; this linking is represented below in Figure 3 by the dotted lines.



**Figure 3 HQMC Example**



**Figure 4 MEF example**

### 3.1.3 SharePoint Online Site Types and Definitions

In the modern structure, there are three primary SharePoint site types: A hub site, a team site and a communication site. See below for detailed definitions of each site type.

- **Hub:** Hubs are a SPO virtual construct created to provide structure to the SPO topology. A hub is a site designated to act as the central site for all the “spokes” – and connects and organizes sites based on project, department, division, region, etc., making it easier to discover related content, search across all associated sites, and allow centralized management of Global navigation, and branding across associated sites. ***Note:** Hubs may not nest or directly connect to other hubs.<sup>2</sup> Links to other hubs can be manually added to a hub’s global navigation.*
- **Sites:** Sites only belong to one hub. Users may display content from across sites in their hub. Sites may also connect to content stored in another hub’s sites. Content is displayed using the Highlighted Content Web part.<sup>3</sup>
  - **Communication Site:** A Communication site typically hosts content for a broad audience. A Communication site will most often have a small number of content authors and a much larger number of content readers or consumers.<sup>4</sup> A

<sup>2</sup> <https://support.microsoft.com/en-us/office/what-is-a-sharepoint-Hub-site-fe26ae84-14b7-45b6-a6d1-948b3966427f>

<sup>3</sup> Use of the web part still maintains the permissions of the content.

<sup>4</sup> <https://support.microsoft.com/en-us/office/what-is-a-sharepoint-communication-site-94a33429-e580-45c3-a090-5512a8070732>

Communication site can also serve as a landing site and a conduit to allow hub sites to centrally connect for purposes of organizational navigation.

- **Team Site:** A Team site supports temporary projects and collaborative work. It is a location where members of a work group or project team can collaborate on project deliverables, plan an event, track status, or exchange ideas. In a Team Site, **all members are content authors** and can jointly create and edit content.<sup>5</sup>

## 4. Site and Hub Request Processes

In 365, site creation authority will fall into two categories: site creation and hub designation. Site creation shall be under the authority of the Hub Manager<sup>6</sup> and will be decentralized to the organizational level.<sup>7</sup> Hub designation shall be under the authority of the SPO Administrator, with recommendations from the SPO Governance Board, and shall be centralized at the enterprise level. SPO Administrators will designate Hub Managers in accordance with the guidance provided in the 365 Roles and Responsibilities Policy.

### 4.1 Request Processes

All new site requests shall be routed to Hub Managers for approval and action. This ensures that all new sites comply with hub naming schema and all sites are associated with a hub, as required.<sup>8</sup> It is strongly recommended that Hub Managers provide access to the “New Site Request” form in a central location accessible to all users. The request form is a consolidated form for both types of requests and will be a SPO workflow and reside on SPO. *Figure 5* and *Figure 6* below illustrates the request process with each role and their associated site request actions.

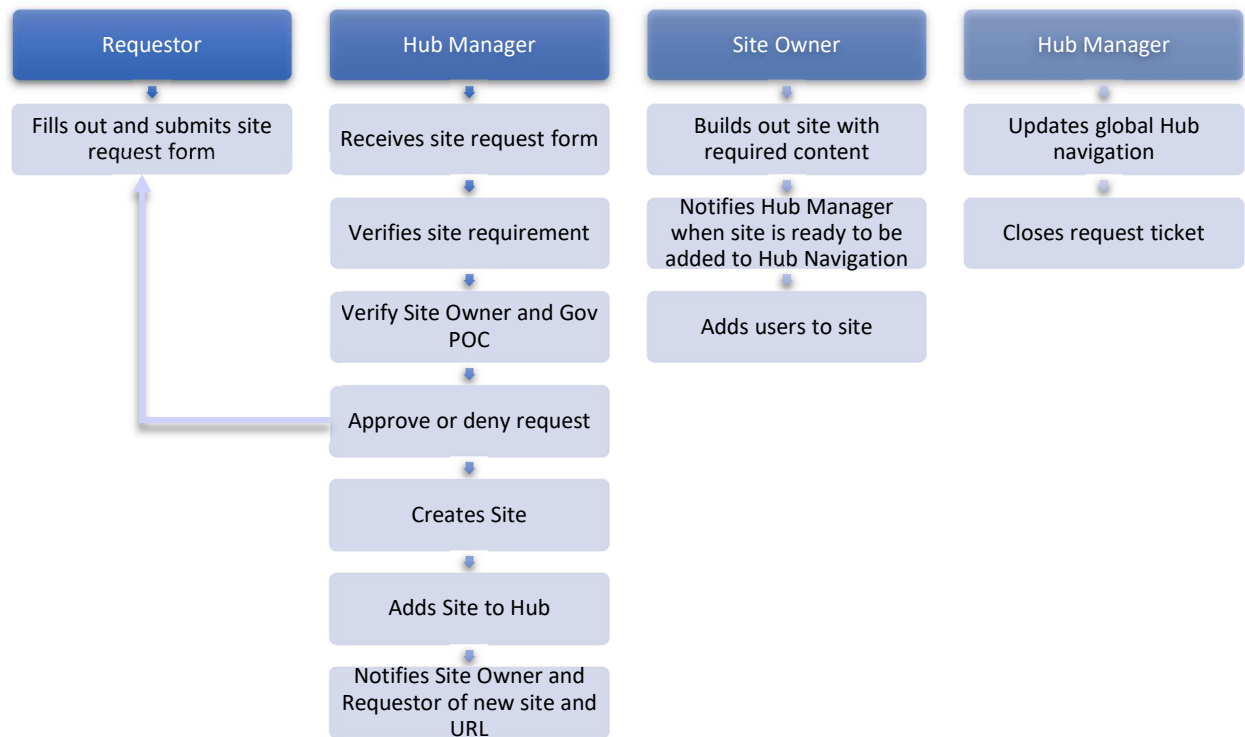
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<sup>5</sup> <https://support.microsoft.com/en-us/office/what-is-a-sharepoint-team-site-75545757-36c3-46a7-beed-0aaa74f0401e>

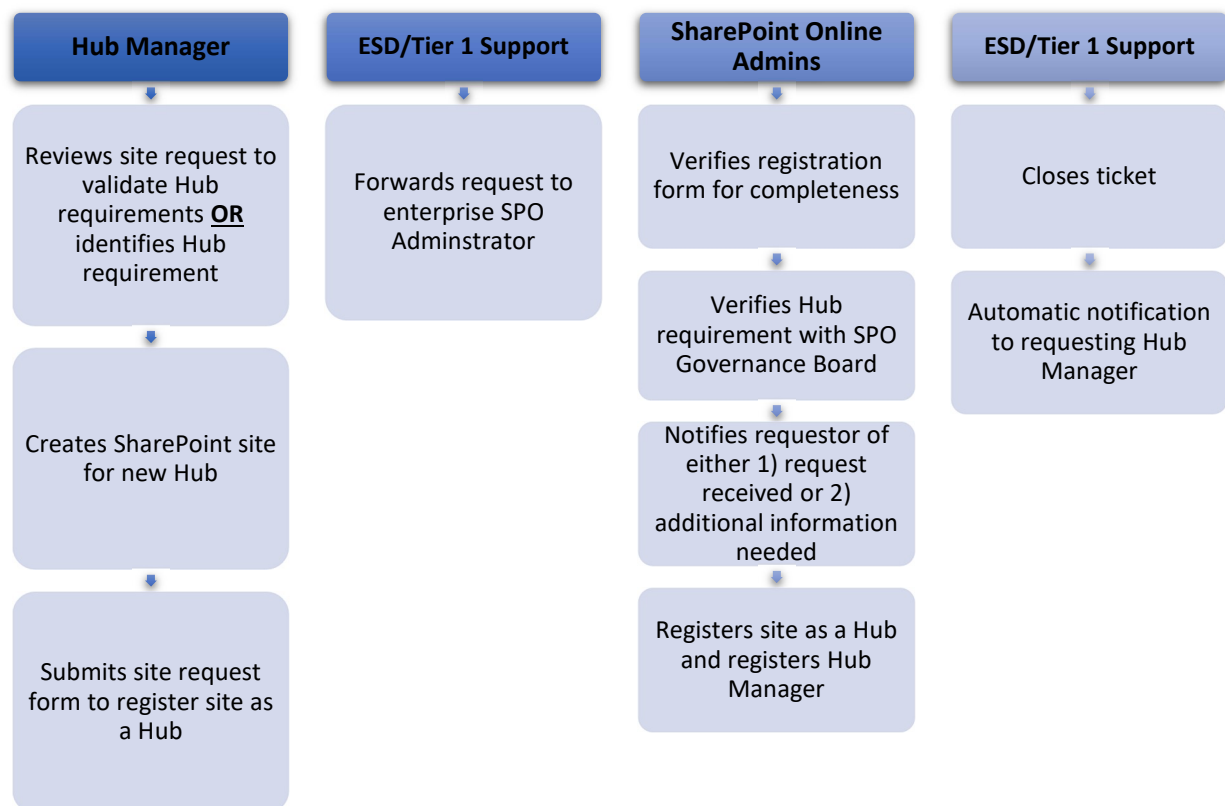
<sup>6</sup> Site creation authority for implementation and initial operations will reside with the SPO Administrators. Technical service settings for the Hub Manager security groups are in development and once complete, Hub Managers will have site creation authority.

<sup>7</sup> The roles and responsibilities of the Hub Manager and SPO Administrator are detailed in the 365 Enterprise Roles and Responsibilities Policy. This mechanism is also part of best practices to enable content managers (e.g., those most closely related to the content) greater control over their content.

<sup>8</sup> Audit requirements for USMC Hubs and sites will be promulgated in the 365 Enterprise Governance Policy, scheduled for release in Q3FY2021.



**Figure 5 Site Request Process**



**Figure 6 Hub Registration Request Process**



#### 4.1.1 Site Creation Request Process Actions

1. **Requestor:** A requestor who needs to 1. create a new site, 2. create a new hub site or 3. convert an existing site to a hub site will complete all required fields on the site request form hosted in SharePoint Online. See section 4.1.2 for required fields. Once the form is submitted, it will be routed automatically to the responsible Hub Manager (identified by responses on form).
2. **Hub Manager:** The Hub Manager receives the form and approves or denies all site details. If all fields are approved, the Hub Manager will create a new site. If any fields are denied, the form will be sent back to the requestor for modification and resubmission. The admins will also associate the site with the corresponding Hub (as applicable) and notify the requestor and Hub Manager once the site has been established.
3. **Site Owner:** Upon site creation, the site owner (as identified in the request form) is responsible for building out site content and adding users to the site. The final step is to notify the Hub Manager and request the site be added to the Hub's navigation.
4. **Hub Manager:** Hub Manager adds the site to Hub navigation (as applicable).

#### 4.1.2 Hub Designation Request Process Actions

The process follows the same steps for the Requestor and the initial review and approval by the Hub Manager. Upon approval for hub designation; however, the ticket will be submitted to the EIS Tier 1 for continued action.

1. **Hub Manager:** The Hub Manager will submit the ticket to the EIS Help Desk.
2. **EIS Help Desk Tier I:** Upon receiving the approved request from the Hub Manager, EIS Tier I admins will forward the ticket to the SPO Administrator.
3. **SPO Administrator:** Upon receipt of the request, the SPO Administrator will verify form for completeness and forward the request to the SPO Governance Board for validation of the hub requirement. The SPO Administrator will notify the requestor and Hub Manager once the new hub has been registered. The final step for the SPO Administrator is to add the new hub to the global USMC navigation.

#### 4.1.3 Hub Designation and Registration Request Form Template

The information in *Table 1*: shall be required, at a minimum, for all site requests.

**Table 1: Required Information for Site Requests**

Field	Sub Field	Field Type	Required?
Site Name		Text	Yes
Site Type	Communication Site Team Site Hub Site (branching)	Dropdown	Yes
Site Purpose (justification for request)		Text	Yes
Contains PII?	Attach PIA, relevant management plan	Choice	Yes

Scope	single command chain of command multiple commands	Choice	No
If yes, is the site already part of a hub?	Yes No		
Affiliate Hub or Command:	*complete list of available Hubs/Commands*	Dropdown	Yes
Hub Manager		Autofill based on hub or command selection	Yes
Site Owner <sup>9</sup>	Name	Text	Yes
	Command	Text	Yes
	Phone	Numeric	Yes
	Extension	Numeric	No
	Email	Text	Yes
GOV POC <sup>10</sup>	Name	Text	Yes
	Command	Text	Yes
	Phone	Numeric	Yes
	Extension	Numeric	No
	Email	Text	Yes
Additional Information		Multiple Lines of Text	No
Request priority (Note: Hub Managers have final approval over priority)	Low Medium High/Urgent	Dropdown	Yes

## 4.2 Hub Designation Criteria

Section 5 outlines the identified USMC organizations for which Communication and hub site frameworks shall be developed.<sup>11</sup> Selection of the sites aligns to the enterprise structure defined in MCRP 1-10.1 Organization of the Marine Corps. Any hubs not currently identified will use the Site and Hub Request process outlined above for hub sites designation and registration.

## 5. SharePoint Online Naming Conventions

The following parameters apply to the naming conventions in SPO and shall be followed:

1. All sites will reside under the URL <https://usmc.sharepoint-mil.us/sites/>
2. All sites created within the USMC SharePoint Online tenant shall be in compliance with the approved organizational acronyms in MCRP 1-10.1, MCEN Naming Standard conventions<sup>12</sup>, and professional standards.

<sup>9</sup> These attributes should already be identified and stored as part of the user identity and may be auto-populated.

<sup>10</sup> These attributes should already be identified and stored as part of the user identity and may be auto-populated.

<sup>11</sup> The total number of Hub sites available to any organization is 2,000. Per Microsoft, there is currently no limit for the number of sites that can be associated with a Hub. *Note: Every command down to company level will get their own site under the appropriate Hub site.*

<sup>12</sup> The MCEN naming convention document is in the process of review and revision to include SPO Naming Standards, which it did not previously contain.

3. URLs will make use of any approved Acronyms to keep URL length short.
4. URLs will avoid use of spaces or special characters.
5. URLs should use organizational hierarchy in naming; however, URLs shall avoid using full organizational hierarchy. (Organizational hierarchy will be visible via the hub site navigation.) This is a deliberate design that results in less complex URLs and greater flexibility for any reorganization (without having to change a URL). If some Organization information is required to make a URL unique use approved acronyms.
6. The below conventions apply to each of the levels:
  - a. Communication Site Level: URLs will use approved acronyms for commands.
  - b. Hub Site Level: URLs will use approved acronyms for organizations.
  - c. Site Level: Site URLs will only contain alphanumeric characters, dashes, or underscores. Abbreviations and acronyms can be distinguished within the path by use of a dash or underscore separator (i.e., /sites/3DMLG\_G6).
    - i. Avoid special characters.
    - ii. Avoid spaces between letters and/or numbers.
    - iii. Prefix with the associated hub to keep the URL unique as needed.
    - iv. Use the Site Description box to state the organizational hierarchy of the site and the sites purpose.
7. The URL of a new site will depend on the level of the site being created:
  - a. URL for a new Communication or Hub site: [https://usmc.sharepoint-mil.us/sites/\[Hub/Comm site name\]/](https://usmc.sharepoint-mil.us/sites/[Hub/Comm site name]/)
  - b. URL for a new site: [https://usmc.sharepoint-mil.us/sites/\[Hub site name\]/\[program site name\]/](https://usmc.sharepoint-mil.us/sites/[Hub site name]/[program site name]/)
  - c. URL for a new project or section site: [https://usmc.sharepoint-mil.us/sites/\[Hub site name\]/\[program site name\]/\[project or section site name\]/](https://usmc.sharepoint-mil.us/sites/[Hub site name]/[program site name]/[project or section site name]/)

See examples for recommended naming conventions for the various sites in *Table 2:* below.

**Table 2: SPO Recommended Naming Conventions**

Site Level	URL	Unit Referenced
<b>Communication Site</b>	<a href="https://usmc.sharepoint-mil.us/sites/USMC">https://usmc.sharepoint-mil.us/sites/USMC</a>	Main USMC site
	<a href="https://usmc.sharepoint-mil.us/sites/HQMC">https://usmc.sharepoint-mil.us/sites/HQMC</a>	Headquarters Marine Corps
	<a href="https://usmc.sharepoint-mil.us/sites/IIIMEF">https://usmc.sharepoint-mil.us/sites/IIIMEF</a>	III Marine Expeditionary Force
<b>Hub Level</b>	<a href="https://usmc.sharepoint-mil.us/sites/DCI">https://usmc.sharepoint-mil.us/sites/DCI</a>	HQMC DC I

	<a href="https://usmc.sharepoint-mil.us/sites/MARFORRESHQ">https://usmc.sharepoint-mil.us/sites/MARFORRESHQ</a>	MARFORRES Headquarters
	<a href="https://usmc.sharepoint-mil.us/sites/MCEN">https://usmc.sharepoint-mil.us/sites/MCEN</a>	Marine Corps Enterprise Network
<b>Site Level</b>	<a href="https://usmc.sharepoint-mil.us/sites/DCI_IEX">https://usmc.sharepoint-mil.us/sites/DCI_IEX</a>	HQMC DC I IEX
	<a href="https://usmc.sharepoint-mil.us/sites/DCI_IKM">https://usmc.sharepoint-mil.us/sites/DCI_IKM</a>	HQMC DC I IEX IKM
	<a href="https://usmc.sharepoint-mil.us/sites/mcie_g6_tsdop">https://usmc.sharepoint-mil.us/sites/mcie_g6_tsdop</a>	MCIE outside plant section, telephone division, G6
	<a href="https://usmc.sharepoint-mil.us/sites/mcie_bfirt_g6_csd">https://usmc.sharepoint-mil.us/sites/mcie_bfirt_g6_csd</a>	MCIE G6 for Beaufort Cyber Division
	<a href="https://usmc.sharepoint-mil.us/sites/mcie_chpt_g6_csd">https://usmc.sharepoint-mil.us/sites/mcie_chpt_g6_csd</a>	MCIE G6 for Cherry Point Cyber Division

*Table 3:* provides examples of how SharePoint site URLs will translate to SPO URLs and how to name new sites according to SharePoint Online naming conventions.

**Table 3: Site Name Translation Examples**

SharePoint 2013 URL	SPO URL
Ex: <a href="https://mcsdviper.usm.mil/sites/ses/">https://mcsdviper.usm.mil/sites/ses/</a>	Ex: <a href="https://usmc.sharepoint-mil.us/sites/MCSC_SES">https://usmc.sharepoint-mil.us/sites/MCSC_SES</a>
Ex: <a href="https://mcsdviper.usm.mil/sites/ses2/">https://mcsdviper.usm.mil/sites/ses2/</a>	Ex: <a href="https://usmc.sharepoint-mil.us/sites/MCSC_SES2">https://usmc.sharepoint-mil.us/sites/MCSC_SES2</a>
Ex: <a href="https://mcsdviper.usm.mil/sites/sesni">https://mcsdviper.usm.mil/sites/sesni</a>	Ex: <a href="https://usmc.sharepoint-mil.us/sites/MCSC_NI">https://usmc.sharepoint-mil.us/sites/MCSC_NI</a>
Ex: <a href="https://eis.usmc.mil/Sites/DCI/exec">https://eis.usmc.mil/Sites/DCI/exec</a>	Ex: <a href="https://usmc.sharepoint-mil.us/sites/DCI_IEX">https://usmc.sharepoint-mil.us/sites/DCI_IEX</a>
Ex: <a href="https://eis.usmc.mil/Sites/DCI/exec/IKM">https://eis.usmc.mil/Sites/DCI/exec/IKM</a>	Ex: <a href="https://usmc.sharepoint-mil.us/sites/DCI_IKM">https://usmc.sharepoint-mil.us/sites/DCI_IKM</a>

## 6. Marine Corps Communication Sites and Hubs

MCRP 1-10.1 shall be used to identify the USMC organizational hierarchy for designation of which units shall have Communication and hub sites. As previously noted, the purpose of Communication sites is to serve as a landing point to navigate to all of the hubs in an organizational command. Communication sites have no associated sites, only associated hubs. All hubs shall have a link to their associated Communication site in their respective global navigation. The USMC Communication site shall reflect the global navigation for all Hubs and sites in the Marine Corps.