

Assessment Questionnaire



© 2015 Microsoft Corporation. All rights reserved.

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS SUMMARY.

This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes. You may modify this document for your internal, reference purposes.

**Table of Contents**

[**Office 365 Deployment Questions** 3](#_Toc173918)

[**Current Environment .** 3](#_Toc173919)

[**Identity & Local Active Directory** 4](#_Toc173920)

[**Skype for Business** 6](#_Toc173921)

[**SharePoint Online** 8](#_Toc173922)

# **Office 365 Deployment Questions**

**Current Environment .**

General Information

**Question Text:** what is the current Microsoft Office products you have?   
**Question Answers:**

**Network and Internet Access**

Q#: 1

What about Bandwidth speed in Mbps?

Q#: 2

Is there redundant internet access? **Yes/No/NA**

Q#:3

Do all users and workstations have internet access? **Yes/No/NA**

Q#:4

Is there a proxy or authenticated proxy solution? **Yes/No/NA**

Q#: 5

Does your security policy enforce filtering incoming and/or outgoing internet traffic? **Yes/No/NA**

Q#: 6

Has local firewall software been installed on workstations? **Yes/No/NA**

**Client Configuration**

Q#: 1

Which OS do you have on your Client PCs?

Q#: 2

What internet browsers do you use?

Q#: 3

Are mobile devices in scope for your deployment? If yes which types and models?

**Identity & Local Active Directory**

Q#: 1

**Question Text:** List the existing Active Directory forests in the following table:

**Supporting Information:**

* AD Forest: fully qualified domain name of the Active Directory forest root domain
* Logon: Do users have an active user account which they use to log on to their workstations?
* Resource Forest to: To what AD forest does this resource forest provide services to (Exchange and/or Skype for Business)? List the fully qualified domain name(s).

**Question Answers:**

|  |  |  |
| --- | --- | --- |
| Field | Required | Answers |
| AD Forest FQDN | Yes |  |
| Email Domain(s) | Yes |  |
| Object Count | Yes |  |
| Logon | Yes |  |
| Resource Forest to |  |  |
| Routable UPN | Yes | Yes or No |

Q#: 2

**Question Text:** The Office 365 Health, Readiness, and Connectivity Checks (HRC) help validate client and service configuration. If you ran the HRC, what was listed as the recommended identity approach??

**Question Answers:** Please select;

“Not completed HRC”

“Cloud Identity”

“Cloud Identity with Directory Synchronization”

“Cloud Identity with Directory and Password Synchronization”

“Federated Identity”

Q#: 3

**Question Text:** Does the UserPrincipalName (UPN) attribute use publically routable domains?

**Supporting Information:** <http://technet.microsoft.com/library/jj151831.aspx#BKMK_UPN>

**Question Answers:** Yes/No/NA

Q#: 4

**Question Text:** Have you run IdFix?

**Supporting Information:** Download: <http://www.microsoft.com/en-us/download/details.aspx?id=36832>

**Question Answers:** Yes/No/NA

Q#: 5

**Question Text:** Is Active Directory Federation Services deployed in the environment?

**Question Answers:** Yes/No/NA

Q#: 6

**Question Text:** Have you planned for installation and configuration of Active Directory Federation Services?

**Question Answers:** Yes/No/NA

Q#: 7

**Question Text:** Is two-factor, multi-factor, or strong authentication currently used?

**Question Answers:** Yes/No/NA

Q#: 8

**Question Text:** Do you intend to use Azure Rights Management with Office 365?

**Question Answers:** Yes/No/NA

Q#: 9

**Question Text:** Which directory services are used in your organization?

Question Answer: Active Directory, Novell, LDAP, etc.

Q#: 10

Question Text: If using Active Directory, then what are the forest and domain functional levels?

Question Answer: list the level

Q#: 11

Question Text: What is the OS version and service pack level of the domain controllers?

Question Answer: List the OS and its Architecture

Q#: 12

Question Text: Do you have an application or utility server on which to install Azure Active Directory Connect (AADC?)

Question Answer: If yes, list the OS and its Architecture

**Skype for Business**

**NOTE:** The questions below are related to On-premise deployments of in Lync /Skype for Business. Please ignore this section if not applicable to your environment

Q#: 1

**Question Text:** Please select which of the following communications software versions are in use in your on-premises environment today

**Question Answers:** please select;

Skype For Business 2016

Skype For Business 2015

Skype For Business 2013

Lync 2013

Lync 2010

Office Communications Server 2007 R2

Office Communications Server 2007

Live Communications Server 2005

None

Other

Q#: 2

**Question Text:** Please describe how many users in your on-premises environment are enabled for the various communication functions listed below.

If you have multiple communications software versions deployed today, simply provide an all up summary for the number of users that are enabled across all versions. Some details on how to do this in Lync /Skype for Business can be found at this url: <http://technet.microsoft.com/en-us/library/jj204853.aspx>

**Question Answers:** please select;

Users enabled for IM/P (including peer to peer) AV calling;

Users enabled for conferencing;

Users enabled for enterprise voice;

Users enabled for dial-in conferencing;

Users enabled for persistent chat

Q#: 3

**Question Text:** Please describe where your existing on-premises deployment is hosted

**Question Answers:** please select;

Internal

Partner Hosted

Q#: 4

**Question Text:** How many different conferencing policies do you support in your Skype for Business-on-premises deployment today?

"You can find this out by running get-csconferencingpolicy in your Skype for Business environment"

**Question Answers:** please describe;

Q#: 5

**Question Text:** Do you wish to enable communication with public IM providers?

Additional details can be found at the following URL: <http://technet.microsoft.com/en-us/library/hh852473.aspx>

**Question Answers:** Yes/No/NA

Q#: 6

**Question Text:** Have you reviewed the supported Skype for Business client list for Skype Online?

The list of specific Skype for Business clients that can be used to connect to Skype Online can be found at the following url: <http://technet.microsoft.com/en-us/library/lync-online-clients.aspx>

**Question Answers:** Yes/No/NA

Q#: 7

**Question Text:** Do you have a Skype for Business devices strategy in place for the various group of end users?

**Question Answers:** Yes/No/NA

Q#: 8

**Question Text:** Have you reviewed and considered the network requirements for Skype Online?

You can review the list of network requirements for Skype Online at the following url: <https://support.office.com/en-US/Article/Set-up-your-network-for-Lync-Online-81fa5e16-418d-4698-a5f0-e666211c5c66?ui=en-US&rs=en-US&ad=US>

**Question Answers:** Yes/No/NA

Q#: 9

**Question Text:** Do you have a requirement to federate with other companies running Lync or Skype for Business on premise?

**Question Answers:** Yes/No/NA

Q#: 10

**Question Text:** Do you plan to enable open federation with any domains?

Open federation allows your Skype Online users to communicate with a user from any domain that is also enabled for open federation.

**Question Answers:** Yes/No/NA

Q#: 11

**Question Text:** Do you plan to co-exist your existing Lync on-premises deployment with Skype Online?

**Question Answers:** Yes/No/NA

**SharePoint Online**

Q#: 1

**Question Text:** Can users currently access the collaboration system from the Internet, without needing a VPN?

**Question Answers:** Yes/No/NA

Q#: 2

**Question Text:** How will clients access SharePoint Online from the Internet?

**Question Answers:** Please describe;

Q#: 3

**Question Text:** Are there two-factor authentication requirements for SharePoint Online?

**Question Answers:** Yes/No/NA

Describe the requirements;

Q#: 4

**Question Text:** What document collaboration solution is currently in place?

**Question Answers:** Please describe;

Q#: 5

**Question Text:** What are the business-critical uses of the existing system?

**Question Answers:** Please describe;

Q#: 6

**Question Text:** Is search used?

**Question Answers:** Yes/No/NA

Q#: 7

Describe how search is used…

**Question Answers:** Please describe;

Q#: 8

**Question Text:** Is there any server-side code permitted (other than Sandbox Solutions)?

**Question Answers:** Yes/No/NA

Q#: 9

**Question Text:** Does your company have any other policies for restoration of deleted content which SharePoint online does not meet?

**Question Answers:** Yes/No/NA.  Please describe;

Q#: 10

**Question Text:** What are the current company policies for restoration of deleted content?

Do you require Recycle bin restoration support for longer than 30 days?

**Question Answers:** Yes/No/NA

Q#: 11

**Question Text:** Do you require Recycle Bin restoration for deleted websites, webpages or site customizations?

**Question Answers:** Yes/No/NA

Q#: 12

**Question Text:** Do you require data backups for deleted item recovery?

**Question Answers:** Yes/No/NA