# Current Process

Conestoga college is majorly functioning on file share and SharePoint online premise for their daily activities.

The following are the major issues that are being faced by the organization-

1. Shared repository is used by all 200 departments in the organization for storing of data and files. Organizing these files have become extremely complex and intensive.
2. Remote access to file share is difficult since all the files are stored in on-premise
3. Lot of data which is not being used is taking up the space and not very useful called dead data is one of the major issues faced by organization
4. Cross collaboration between various department through file shares is challenging.
5. The requests made to IT department is increasing over the years.
6. The files that are being modified ,created ,deleted are unnoticed other than the users created them.

Below is the information given by organization about the current infrastructure-

G drive is used as the network file share. The size of each file share is 8TB and no of the file shares are approximately 200 , on-premise SharePoint 2013 service pack and single server is used by the organization.

# Proposed Process

The main aim of this project is to overcome the issues that are being faced by the client. To get rid of the issues the best and the suitable solution is migration to cloud with usage of service Microsoft Office 365 E3.

The migration is classified into following phases.

1. Phase 1: In phase 1 500 students are being migrated, so all the files shares that belong those users are migrated to personal One Drive.
2. Phase 2: In phase 150 employees along with 2 departments, SharePoint 2013 data are migrated ,here the data or file shares that belongs to employees are migrated to OneDrive and Departments and SharePoint 2013 data is migrated to SharePoint online.
3. Phase 3: All the remaining departments and users are migrated

The tool that is being used for the migration is SharePoint Migration tool.

The file share request that are being raised to IT team can be reduced by creating the SharePoint Groups and giving permission to the admin of the Department. So that request now can be resolved by the department head or admin instead of IT department .

The Delve can be used to modify and to know about each other work in the organization. Based on the graphical analysis the delve is used to show others work on what they are working to all the users which will put an end to dead data.

Various workflows, record management , usage reports can be used to set the retention polices.

By implementing the above proposed approach cross collaboration is made easy

# 4. Business Objectives

The main reasons that led to the migration to a cloud-based platform are due to less productivity. When migration is implemented it can become a solution to all current problems as the Office 365 helps the organisation by:

* Reducing time and cost
* Improves productivity
* Collaboration

## **Reducing time and cost**

In on-premises environment the users want to pay for all the services and at the same time, cost for server management, maintenance and installation are too high. The storage space in is local very less that the user wants to buy extra storage space or sometimes they need to delete data to make space. The office 365 is a different platform to the users as it provides all the tools and services that are needed to make the project to faster by reducing cost. Microsoft Office 365 E3 is subscription based and the overall cost for all services and tools provided by Office is very less when compared to the cost for maintenance in local environment. Our tasks can be done faster with the help of application like Team that provides collaboration and OneDrive which gives storage space.

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| --- | --- | --- | --- | --- |
| ID | Type | On-Premises | Office 365 for 2500 users | Description |
| 1 | Hardware Costs | $50000 | $0 | Cost of setting up system initially which includes cost of servers and other hardware |
| 2 | Software | $70000 | $0 | OS cost for servers and office 2013 software cost |
| 3 | Upgradation Cost | $20250 | $0 | Office 2013 to Office 365 upgradation cost |
| 4 | Maintenance Cost | $2000 yearly | $0 | Cost of maintaining servers |
| 5 | Deployment Cost | $2000 | $1000 | Cost of implementing systems |
| 6 | Office 365 Licensing Cost | $0 | $8375 yearly | $3.35 per user |

## **Improves Productivity**

The productivity in the local environment is very less because of the lack of internet facility. The users cannot access files and work from anywhere as they required, and the employees want to delete files to increase storage. In case of Office 365 the productivity can be increased by making use of all the tools in Office. The team collaboration helps to increase productivity by sharing ideas with the help of Team application. The OneDrive makes the user to share their files and folder more secure without any limit. The product can also deliver faster by working on Office 365 environment.

## **Collaboration:**

The collaboration between all the user will be increased using Microsoft 365 E3 service.

It will allow to create groups which will help in the communication of the users.