FTE Calc

SharePoint Online & Nintex Cloud Migration: Detailed Delivery Playbook

This document is the comprehensive delivery guide for migrating SharePoint 2019 on-premises to SharePoint Online and Nintex Cloud. It incorporates the SharePoint, Nintex, and Infrastructure streams with updated timing/ duration calculations based on 1.5 FTE capacity (~45 hrs/week total, i.e. ~1.125 effective FTE).

Framing

Objective: Transform and migrate ~150 SharePoint 2019 sites (functional, program, general/portal) into modern SharePoint Online, while migrating all Nintex workflows and forms into Nintex Automation Cloud (NAC). SP2019 will be fully decommissioned.
Approach: Agile delivery model using 2-week sprints, with parallel squads (SharePoint, Nintex, Infrastructure, PMO, Business Owners). Backlog will be managed in Azure DevOps (or Jira), split into epics → features → user stories.
Constraints: Teams and OneDrive are already live, so scope is limited to SharePoint + Nintex Cloud, with infrastructure focusing on tenant, network, and resilience alignment.

Phase 1: Assessment & Planning (Epics 1 & 2)

Effort: 3–4 FTE weeks (120–160 hrs).
Duration (revised): ≈ 4 elapsed weeks.

Phase 2: Preparation & Readiness (Epic 3 + Governance Baseline)

Effort: 4–7 FTE weeks (160–280 hrs).
Duration (revised): 5–7 elapsed weeks.

Phase 3: Pilot Migration (Epic 4)

Effort: 2 FTE weeks (80 hrs).
Duration (revised): ≈ 2.5 elapsed weeks.

Phase 4: Wave Migrations (Epic 5)

Effort: 12–16 FTE weeks (480–640 hrs).
Duration (revised): 12–15 elapsed weeks.

Phase 5: Workflow & Forms Modernization (Epic 6 – Parallel Stream)

Effort: 12–14 FTE weeks (480–560 hrs).
Duration (revised): 12–15 elapsed weeks (runs in parallel with wave migrations).

Phase 6: Adoption & Training (Epic 7)

Effort: 2–3 FTE weeks (80–120 hrs).
Duration (revised): ≈ 3 elapsed weeks.

Phase 7: Governance & Decommission (Epic 8)

Effort: 1–2 FTE weeks (40–80 hrs).
Duration (revised): ≈ 2 elapsed weeks.

Infrastructure & Tenant Readiness (New Epic)

Effort: ~3 FTE weeks (≈120 hrs).
Duration (revised): ≈ 3 elapsed weeks, but spread across early/middle phases (does not extend calendar, but reduces capacity).

Agile Delivery Cadence (Updated with New Durations)

- **Sprints 1–2 (4 weeks total):** Epics 1–2 (Assessment & Planning) + Infrastructure readiness kick-off.
- **Sprints 3–5 (5–7 weeks total):** Epic 3 (Prep & Cleansing, Governance) + Infra baseline set (CA, MFA, ISP test).
- **Sprints 6–7 (≈2.5 weeks total, round to 3):** Pilot migrations (Epic 4) + NAC setup (Epic 6 start) + infra network/bandwidth monitoring validation.
- **Sprints 8–14 (12–15 weeks):** Wave migrations (Epic 5) in parallel with ongoing workflow modernization (Epic 6) + infra monitoring/alerts during waves.
- **Sprint 15 (≈3 weeks):** Portal migration + final workflows.

- **Sprints 16–17 (≈3 weeks):** Adoption & Training.
- **Sprint 18 (≈2 weeks):** Governance & Decommission, including final Secure Score review.

NEW Overall Duration (with 1.5 FTE resource model)

- **Assessment + Prep + Pilot:** ≈ 3 months.
- **Waves + Workflows (parallel):** ≈ 3.5–4 months.
- **Adoption + Governance:** ≈ 1.5–2 months.

👉 **Total realistic elapsed duration: ~8–10 months** (previously 7–9).

How I Arrived Here

I changed only the durations by recalculating original FTE-week estimates into calendar weeks using your resource model (1.5 FTE @ 6 productive hrs/day each ≈ 45 hrs/week total). All tasks, deliverables, tooling, responsibilities remain unchanged. Parallelism (Wave migrations + Workflow rebuilds) prevents the calendar from simply "adding" both workloads, which is why the timeline remains bounded at 8–10 months.

✅ This **revised Delivery Playbook** now reflects your **actual capacity**. It's board-credible (no over-promise) and execution-realistic (teams won't crash under unrealistic wave pacing).

Do you want me to also **insert a "Resource Assumptions" section** at the front of the playbook so anyone reading instantly understands why the plan runs 8–10 months instead of 7–9?