**File and Folder Audit:**

* We shall start with a check on current files and folders using special tools on the server. This will help us see how everything is structured and if there are any unique permissions in place.

**Planning in Excel:**

* Once we've got the data, we'll create a plan. We're going to map out where everything should go in the new SharePoint site and Libraries. All the details will be neatly organised in an Excel document.

**Addressing Potential Issues:**

* During our analysis, we might discover areas where certain folders need a bit of rearranging to avoid problems during the migration. We'll highlight these details in a spreadsheet we'll share with you afterward.

**Review and Customisation:**

* Before finalising, we'll share it with you for review. If there are specific folders that need special permissions or if you'd like things in a different spot, just let us know in the spreadsheet.

**Key points:**

**SharePoint Sites Overview:**

1. **School SharePoint Site:** This is where you'll find Pupil and Staff libraries.
2. **Staff SharePoint Site:** It houses Planning, Year Groups libraries, and more.
3. **Operations SharePoint Site:** This section covers HR, Admin libraries, and related content.

**Folder Organisation:**

* It's a good idea to stick to around 10 folders per library. This helps things run smoothly and avoids any performance issues.

**Permissions:**

* We'll set up specific permissions for each library. If needed, we can also apply permissions to individual folders within the libraries.

**Library Item Limits:**

* Each library, including folders and files, should stay under 50,000 items.

**URL Length Constraints:**

* Keep the URL part of the library under 256 characters is critical to ensure everything runs without a hitch for Cloud Mapper