Draft SharePoint to SharePoint Quote for KST Trust

Points to discover:

* Project Management costs?
* Cloud Drive Mapper? Dependent on review by nominated school contact. How is it licensed, site license?
* Cloud to Cloud Backup? (Based on FTE)
* Cloudiway license?
* Please addon Site Template Design ( 2 days infrastructure)

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|  | Project Description |
|  | New Haw |
|  | Projection Summary |
|  | Create new SharePoint Sites, Libraries, Teams, Groups, Users, Policies, and any other necessary items for each school in the KST Trust based on the approved template design and pending any change requests.  The project is to be conducted in phases as below (subject to school approved changes). |
| Phase | Key Points |
| Phase 1 - KST Central Team | The Central KST team will be the first to migrate and approve the new systems.   * Discover data locations e.g. source and destination list, communicate with nominated school contact. ( 2 days infrastructure) * Create all necessary teams, groups and users including any additional admin accounts ( 2 days infrastructure ). Including populating groups from legacy site to give access to correct resources on the new site. * Create new SharePoint sites for Central Team ready for testing and migration. ( 2 days infrastructure ) * Create and review all necessary policies for Teams creation, archiving etc ( 1 day infrastructure ). * Review new SharePoint sites, permissions and groups with nominated contact and get go-ahead for central team migration ( 0.5 day with 0.5 day infrastructure for change requests before migration ). * Migrate KST Central Team from legacy site to new and review ( 1 day infrastructure, dependent on amount of data ). * Migrate KST Central Team Teams data to new Teams ( 1 day infrastructure, dependent on amount of data ) * Reconfiguration of Azure AD Sync (per site) (0.5 days infrastructure) |
| Phase 2 - West London Free School and Sixth Form | * Discover data locations e.g. source and destination list, communicate with nominated school contact. ( 2 days infrastructure ) * Create new SharePoint sites for WLFS and Sixth form ready for testing and migration ( 3 days infrastructure ). * Create all necessary teams, groups and users including any additional admin accounts. Including populating groups from legacy site to give access to correct resources on the new site. ( 2 days infrastructure) * Create and review all necessary policies for Teams creation, archiving etc. ( 1 day infrastructure ) * Review SharePoint sites with nominated contact and get go-ahead for WLFS migration. ( 0.5 infrastructure day with 0.5 day infrastructure for change requests before migration ) * Migrate WLFS from legacy site to new and review. ( 2 days infrastructure, dependent on amount of data ) * Migrate KST Central Team Teams data to new Teams ( 1 day infrastructure, dependent on amount of data ) * Reconfiguration of Azure AD Sync (per site) (0.5 days infrastructure) |
| Phase 3 - Primary Site #1 | * Discover data locations e.g. source and destination list, communicate with nominated school contact. ( 1 days infastructure ) * Create new SharePoint sites for nominated primary school ready for testing and migration ( 1 days infastructure ). * Create all necessary teams, groups and users including any additional admin accounts. Including populating groups from legacy site to give access to correct resources on the new site. ( 1 day infastructure ) * Create and review all necessary policies for Teams creation, archiving etc. ( 0.5 infrastructure ) * Review SharePoint sites with nominated contact and get go-ahead for school migration ( 0.5 infastructure day with 0.5 day infastructure for change requests before migration ). * Migrate school from legacy site to new and review ( 1 day infastructure, dependent on amount of data). * Migrate KST Central Team Teams data to new Teams ( 1 day infastructure, dependent on amount of data ) * Reconfiguration of Azure AD Sync (per site) (0.5 days infrastructure) |
| Phase 4 onwards | * As all the rest of the schools are primary schools currently, they will follow the same procedure as Phase 3. |