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Your Cloud Migration *Playbook*

BENEFITS TO A CLOUD MIGRATION

Switching to a cloud platform is no small task, but it can be an effort that pays dividends. Gone will be the days of losing files, paying for server maintenance, and needing to be on-site to view data. By migrating to the cloud, you can focus on the success of your organization while improving IT processes.

1 **Reduce Infrastructure Costs.** On-site servers can be costly to maintain. If your business sees expansion in the future, then the cost will rise even more. By switching to the cloud, you are making an initial investment, but have the opportunity to save money by commoditizing your infrastructure. Moving to the cloud means that you can reduce on-site servers, maintenance, and can save money on IT resources and staff.

2 **Security.** Keep your business safe and be proactive in protecting yourself from potential cyberattacks. Cloud-hosted solutions ensure automatic security updates and keep systems from being vulnerable to security threats.

3 **Infrastructure Scalability.** Cloud automation makes scalability and integration simple. With a cloud migration, there is more potential for integration without having the complexities of managing gateways and firewalls.

4 **Automatic Backup.** The cloud handles your worries of losing data with automatic backups. This will not only save you time, but may save you in a disaster recovery situation.

5 **Task Automation.** Cloud migrations can simplify even your most tedious processes with the automation of day-to-day tasks.

6 **Continuous Improvement.** You'll always be on the latest code base for a particular platform. The cloud takes care of automatic updates and provides ready-to-go software updates.

7 **Scalable Storage.** Several cloud providers offer high security data storage at low costs. This storage can be easily expandedor shrunk based on company needs.

8 **Remote Collaboration.** Allows organizations to work remotely as these services can be accessed from anywhere.

PREPARE FOR YOUR UPCOMING CLOUD MIGRATION

Establish a budget.
Have a budget ready with a rough estimate for what you're willing to spend in the future. Evaluate your cost savings and increased business value of migration efforts.

Choose your system based on business needs.
Don't forget to factor in your overall longterm business goals. Do you need an entire replatform? Or are you desiring a lift from onprim?

Be prepared for challenges.
No change comes easy. Strategize with the team some expected struggles that may come with a migration.

Communicate intentions with employee.
Communication and Change Management Plans cannot get set to the side. It is vital to communicate changes both internally and externally.

Have a clear cloud migration strategy.
You'll need a plan to execute. Use our template to get started.

Define what success looks like.
What are your goals as you progress through the migration? Establish KPI's based on the needs and challenges you previously established.

SUCCESS STORIES

AMERICAN COLLEGE OF EDUCATION
Improving Cloud Interface

In mid-2019, a higher education organization turned to eimagine with challenges that they were facing within their internal content and communication tool, SharePoint Online. Although they had only been on SharePoint Online a few years, it had grown out of control due to a lack of governance, ownership and understanding of how best to use SharePoint. According to the VP of Technology, there were two primary initiatives to address.

1 **Content lifecycle management:** The primary group using SharePoint had a single massive repository, which affected site performance, functionality and how users choose to access the content

2 **Employee Portal:** There was no established governance or cohesive structure and thus it was not sustainable, scalable or secure.

In the client's existing SharePoint environment, the largest business unit maintained one document library with almost 390,000 files, drastically exceeding the 5,000-file view limit. With over 20 departments making up the client, this was no small feat.

To ensure success throughout the project, the follow initiatives were conducted:

- 1-1 interviews with department leads were performed.

- Project Team stakeholders were involved from the start.

- Initial intake interviews.

New architecture for the Employee Portal established a consistent structure and content was migrated into the new Departmental Sites utilizing the functionality of SharePoint's Modern look and feel.

Performance of the largest, most heavily used site was improved by breaking down the one large document library into multiple document libraries and archiving older content in the new Departmental Site. This resulted in 99% satisfaction from users and a 48% increase in total user adoption.

LOCAL GOVERNMENT
Full Migration from On Premise to Cloud

A local government client needed a full migration to the Cloud. All documentation at the time was on-site, so a complete transformation was desired. They had previously tried to engage with another vendor and this was unsuccessful, so they knew that they needed a vendor that would be able to accomplish the task at hand. Right away, it was clear that the we had to emphasize trust and collaboration with the client. In the past, communication was lacking and there was no consistency in vision. We had to change that. With 12 separate agencies involved in this migration, steps were taken to prioritize all needs.

Communication began with a mix of remote meetings and on-site work. Other communication steps taken included:

- Weekly meeting with IT Director and Project Manager.

- Project mapping on-site. Always ready for changes.

- Status Updates sent following every meeting.

An emphasis was also placed on transparency. Whenever an issue arose, we did not hide it from the client. Instead, contact was made immediately, and we were able to resolve all issues. The result was a successful migration and full satisfaction from all project stakeholders.

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STEPS FOR A SUCCESSFUL CLOUD MIGRATION

1 Kickoff and Assess

- Confirm Your Scope, Project Management Plan, Timeline and Internal Team

- Moving to the cloud means that you can reduce on-site servers and maintenance, and save money on IT resources and staff

2 Design

- Architectural Design

- Design of Standardized Templates and User Experience

- Project and Roll-out Plan

- Communication Plan

- Content Mapping

- Change Management Policies and Procedures

3 Finalize Migration Plan

- Review Content Maps of Existing and Consolidated Content to New Site Topologies

- Development of Migration Project Plan

4 Governance and Training

- Finalization of Governance Policies and Procedures and User Best Practices

- Development of End User Training

- Development of Training Plan

Implementation Project Sign-off

5 Implementation

- Go-Live

- Begin Training Plan

- Continuous Detailed Support

CONTACT US

To learn more about cloud migration and if we can help you, please contact us at:

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