



Proventeq Content Migration Service for Microsoft 365

G-Cloud 14 Service Definition

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1. SERVICE DESCRIPTION

1.1. Introduction

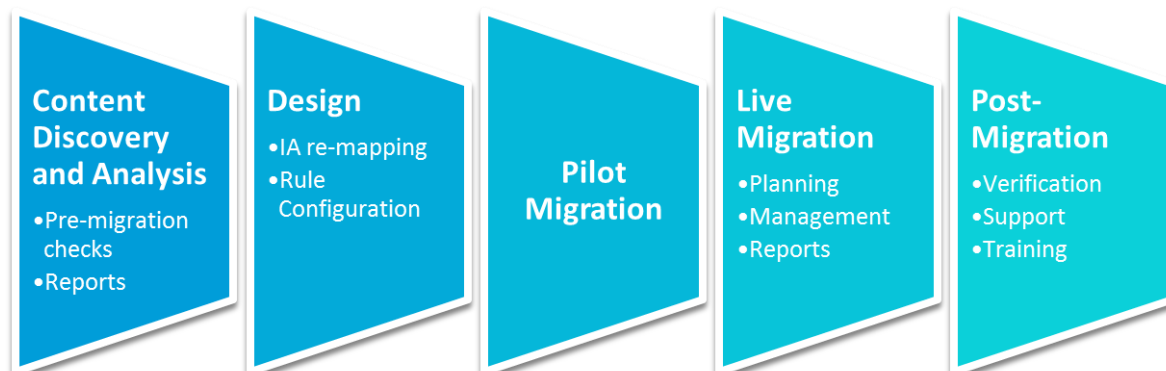
Proventeq is a specialist provider of migration and productivity solutions for Microsoft 365 Cloud (SharePoint Online, Teams, OneDrive, Exchange Online), SharePoint Private Cloud and other Cloud ECM/CMS platforms. Proventeq is a UK based SME with global customer base.

To ensure a successful content migration to Cloud, Proventeq provides a combination of:

- **Product - A powerful migration software, the Migration Accelerator**
 - Versatile, rules-based migration engine for automated content migration
 - Customizable and extensible to customer specific requirements
- **People – Expert Professional services**
 - Expert consultants, with years of Content Migration experience and broad knowledge of Enterprise Content Management and Collaboration platforms
 - Best practice migration
- **Process - A Well-defined, Proven Methodology**
 - Follows the industry standard ETL (Extract, Transform, Load) Data Migration principles.
 - Provides control for the entire migration process

1.2. Proventeq Content Migration Service

Proventeq provides expert content migration service, utilising its proven migration product Migration Accelerator. The migration service is delivered using a well-defined methodology. The key stages which form part of the migration service are shown in figure below.



1.3. Key features

- **All-inclusive migration service - no requirement to purchase additional tools**
 - Proventeq consultants deliver the content migration to Cloud using its own product, Migration Accelerator, which is complimentary with service.
- **Best practices migration**
 - The content migration is delivered by expert migration consultants, with in-depth knowledge of Microsoft 365/SharePoint and other ECM/CMS systems
- **Powerful Discovery & Analytics**
 - Gain meaningful insight into the source content being migrated, to understand and analyse the content before migration
- **Pre-Migration checks**
 - Identify and mitigate potential issues when moving into SharePoint/ Microsoft 365 due to technical constraints
- **Option of using AI/ML for intelligent classification and fact extraction**
 - Utilize the power of AI/ML for classifying source content and extracting metadata from within the content
- **Preserve and Enhance Metadata, Taxonomy and Security permissions**
 - Source content types, metadata, taxonomy, security permissions can either be preserved or completely re-mapped as per the target design
- **Automatic transformation of Links within documents and Images/Attachments in HTML**
 - If the documents in source contain links to other documents within the source, these will become invalid when the content is migrated to Cloud. Same applies for Images, Attachments and Links in HTML content. Proventeq migration service ensures that these are automatically converted to links in target and any broken links are reported, preserving correctness of content.
- **Controlled automation with bulk or granular migration and scheduling**
 - The migration can be broken down into tasks based on business priorities and these tasks can be scheduled to execute as per the requirements
- **Iterative migration approach for content quality and delta handling**
 - The migration service can be delivered in multiple iterations, ensuring that any exceptions/errors are resolved. Also any changes to content during the migration can be handled.
- **Flexibility to meet bespoke migration requirements**
 - The service can be configured to meet custom migration requirements
- **Reporting and Analytics**
 - Item level audit reports and Exception reports.
- **High throughput migration**
 - Using the latest SharePoint online migration API and Azure infrastructure, content can be loaded into Microsoft 365 with significantly higher throughput than using traditional SharePoint API (which are throttled for security reasons).

1.4. Key Benefits

Proventeq Content Migration Service provides significant benefits over manual or bespoke migration solutions. Some of the key benefits are listed below:

Service Feature	Business benefit
Content Filtering	Reduction in storage cost The storage cost in the to-be platform can be reduced by filtering out content: • Older versions • Exporting huge files on to file share • Excluding old Announcements, Events, tasks
Content Standardisation	Productivity savings through improved information access By applying a standardised Content type and Metadata model as part of migration, a consistent way of searching and adding content can be applied, which results in improved productivity.
IA Re-structuring	Simpler systems, Reduction in support costs Restructuring content which has grown inorganically over the years would provide simpler systems which are easier to use and support.
AI/ML for Intelligent Classification and Fact Extraction	Compliance, Retention and Information Protection Option to utilise the power of AI/ML for applying compliance, retention and information protection labels to content.
Automated transformation, cleansing and Links resolution	Reduction in manual cost of fixing the broken links and invalid data
ETL based Migration pipeline, item level audit	Reduced Risk – Guaranteed success • By adopting the industry standard ETL principles, the success of migration can be better guaranteed.
Well defined iterative migration methodology	Business continuity, minimal downtime • Ability to execute migration in an and can be executed with minimal disruption to business continuity.
Tailored Migration Solution	Maximum ROI • Every organisation has different requirements and by adopting a solution tailored to the organisation needs, the ROI can be maximised. Realign migrated content to exploit the product better for focused ROI

1.5. Supported Sources

Proventeq can migrate content from diverse platforms into SharePoint and Microsoft 365 (SharePoint online). These include (but not limited to):

- File Shares
- Enterprise Fileshare and Sync (EFSS) tools – OneDrive, Google Drive, BOX, ShareFile
- Exchange Public Folders
- Legacy Websites
- Stellent, Optika
- Oracle UCM, Oracle IPM, Oracle Portal, WebCenter Content, WebCenter Sites
- IBM Filenet, IBM WebSphere, Lotus Notes
- Documentum
- Hummingbird eDocs, CyberDocs, DocsOpen
- Meridio
- iManage, Worksite, TeamSite, FileSite
- OpenText Content Server, Livelink
- Projectwise
- Rocket Folio/NXT
- Previous versions of SharePoint: SharePoint 2003/2007/2010/2013/2016/2019
- KCenter
- Obtree
- Hyland Alfresco, Drupal, Liferay
- Vignette
- M-Files

Support for any other legacy ECM/CMS system can extended as part of the service offering

2. SERVICE OPTIONS

The available service packages are described below. Pricing for the migration service is provided in the separate Pricing document.

2.1. Discovery Pack

The source Discovery pack aims at providing insight into the source system and identify the potential issues which may arise when migrating to SharePoint or SharePoint online. Proventeq delivers interactive drill down Power BI reports as part of source content Discovery, which also assist with target system and IA design.

2.2. Complete Migration Service

Proventeq also offer an end-to-end migration service if you wish to completely outsource the migration exercise to a specialist provider. As part of this, Proventeq takes care of all stages of migration, starting from Discovery through to Design, Configuration, Execution, QA and Post-migration support. Pricing for complete migration service is based on the effort estimate and the SFIA rate card.

2.3. Ad hoc migration consultancy

Any ad hoc requirements for best practices migration consultancy can be ordered on a T&M basis, as per SFIA rate-card.

3. SERVICE ON-BOARDING AND OFF-BOARDING

3.1. Service On-boarding

For further information or to discuss receiving any of the Proventeq G-Cloud service offerings contact the Proventeq G-Cloud Service Office by:

Telephone: +44 118 907 9296

E-mail: gcloud@proventeq.com

3.2. Service off-boarding

When the service is no longer required, customers may terminate their service with 30 days' notice by contacting Proventeq on:

Telephone: +44 118 907 9296

E-mail: gcloud@proventeq.com

4. TECHNICAL REQUIREMENTS

The migration service is based on the assumption that there will be suitable connectivity between existing hosting environment and the new cloud service. It is the consumer's responsibility to make sure that this connectivity is in place. Proventeq can provide advice and management of this setup if required.

5. TRIAL

Contact us for a free systems audit/assessment with best practice recommendations for content migration to Cloud.