MIGRATIONS

EVOLUTION OF MIGRATIONS AT WM REPLY

Team sites
to
SPO/Teams

Collab
platform to
M365

**M365 to
Viva Suite**

File Share
to SP on
Prem

On prem
intranet to
M365

Intranet to
Teams app
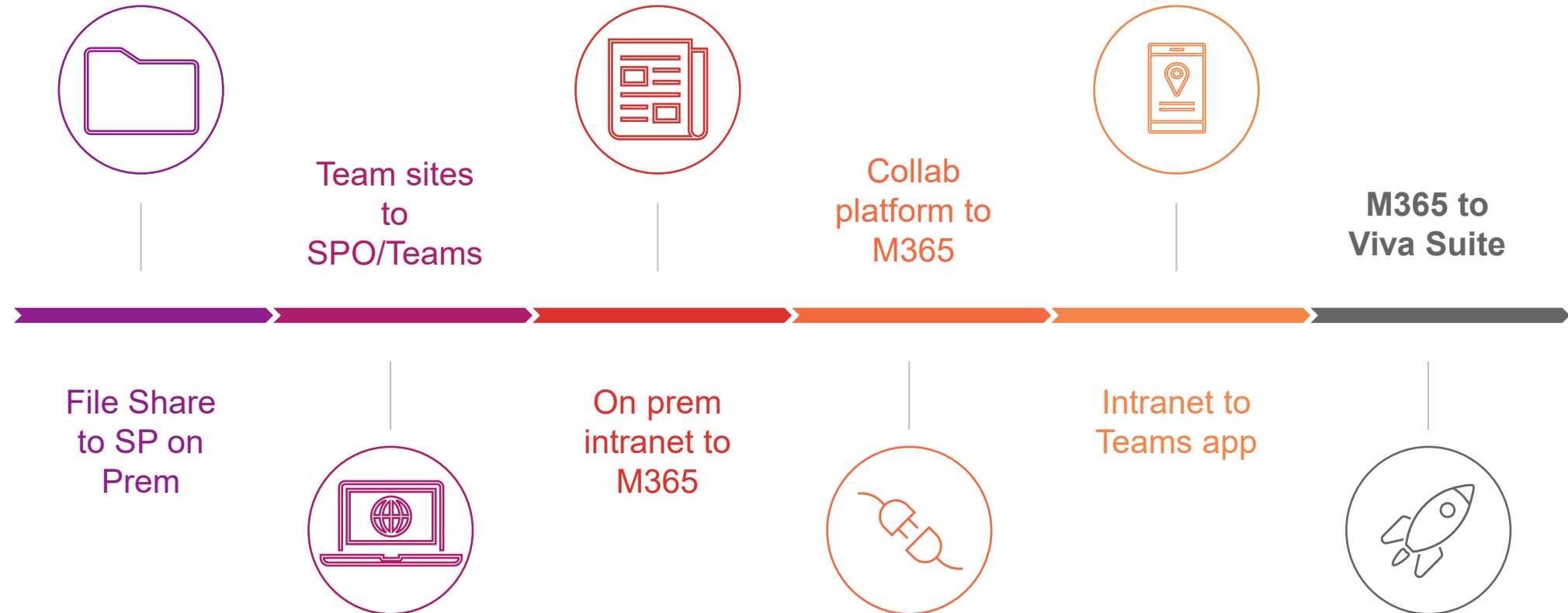
OUR PRINCIPLES

MIGRATION EXPERTISE

PEOPLE LED MIGRATIONS

AUTOMATED CHANGE & WAVE DELIVERY

CONTINUAL IMPROVEMENT

Migration stages

1 Discover and Define	**2** Build and Brand	**3** Launch and Learn	**4** Settling in
What are we migrating and for who?	**Take what we need and build a better modern workplace**	**Time to move in and get to know our new ways of working**	**Even better if…**
2-3 months	**6-9 months***	**6-9 months***	**3 – 6 months***
• Tech and Change discovery • Migration approach defined • Pilot planning and delivery • Wave plan and masterlist creation • Campaign concept define • Governance workshopping	• Deliver migration waves • QA content and reporting • Automated T-minus communications • Content owner support	• Validation period for content owners • Go live activity • Training/welcome sessions for content owners • Drop in clinics for content owners • Immersion sessions for specific teams	• Post migration regroup • GAP analysis in knowledge ways of working with recommendations • Mop up/orphan content waves • Archive/decommission activity • Embedment campaign for sustained and matured ways of working

Outputs

• Full Migration Plan / Handbook • Migration path decision tree • Raid log • Wave schedule • Change plan • M365 governance	• Migration wrap up report • Migration wave playback • Content owner feedback and implementation • Hypercare per wave	• Training delivery and metrics • Validation wrap up and wave closure • New ways of working embedded	•Mop up activity and migration closure report •Archive dump to secure environment •Embedment campaign built from GAP/feedback findings

A QUOTE FROM THE PROJECT TEAM

"**Working with WM** on our intranet re-platform has been like working with an **extension of our own team**. The working dynamic between the two teams has made this delivery possible.

Everyone has been so approachable and has brought their own skills and experience into the delivery. We have **relied on and trusted** in the **technical, comms and UX expertise** we've received from WM and have been grateful for the entire team's **responsiveness and sheer hard work** over months to get our complex on prem intranet onto a modern platform and QA'd.

I think both teams underestimated the amount of work needed to achieve this delivery, there have been creative differences, highs and lows and at times I thought we wouldn't make it but **the dedication of everyone on the WM and our side made the delivery of the new intranet possible**."

GOLDEN RULES

SCOPE OUT THE CHANGE

STICK TO THE PLAN

PILOT OVER POC

GET ACCESS YESTERDAY

DEFINE THE AS IS

GOVERN THE FUTURE STATE

ASSIGN A PRODUCT OWNER(S)

CONDUCT FRESH ANALYSIS

CONTINUOUS EVOVLEMENT

BUSINESS BUY IN

ENGAGE THE CUSTOMER EARLY

ASSUME NOTHING