1 Service Description – Future Workplace Security Advisory

The following section documents the requirements for the project, what is out of scope, any assumptions made to complete the design, the dependencies, and risks.

Variables	In Scope	Out of scope
Technology	Microsoft 365 Security Technologies, including but not limited to: Azure Active Directory, Microsoft Endpoint Manager, Microsoft Defender for Cloud Apps, Microsoft Defender for Endpoint	Any other technology

1.1 In Scope

Reference	Ownership	Scope Item
SOL_1	SoftwareONE	**Security Workshop** Onsite/Remote workshop to understand the existing security position, services utilised and considerations within the organisation.
SOL_2	SoftwareONE	**Tenant Vulnerability Assessment** Onsite/Remote technical assessment of security technologies deployed in the tenant. Comparison of configuration to recommended guidelines and any weaknesses/vulnerabilities highlighted in output presentation.
SOL_3	SoftwareONE	**Outcome Playback Workshop** Workshop will be held with all interested parties to play back the slide deck created, this will present the organisation with any suggestions for remediation within their tenant and also highlight any general areas of security that they should plan into their roadmap.

2   Work Order

2.1   Future Workplace Security Advisory

Variables	Description

Inclusions	» A workshop to discuss the current security landscape, including a deep dive into each of the focus areas identified above. An overview into how Microsoft 365 security can enhance, replace or add to the existing system.
	
	» A remote assessment of the current Microsoft 365 tenant, based on the current license level. Assessment will review:
	  ▪ Conditional Access Policies – Deep dive analysis
	  ▪ Secure score analysis
	  ▪ Tenant security settings
	  ▪ User settings
	  ▪ Defender for Endpoint configuration and analysis
	  ▪ Defender for Cloud Apps configuration
	  ▪ Defender for Office 365 configuration
	  ▪ SPF/DMARC Implementation
	  ▪ Defender for Identity implementation
	  ▪ Privileged Identity Management configuration
	  ▪ Role based access control implementation
	
	» Consolidation of information from workshop and assessment into a high-level presentation
	
	» Playback of presentation to all interested stakeholders
	
	» Optional presentation of costed statement of work to remediate any issues highlighted by the engagement

Exclusions	» Gathering other information than needed for the output slides and playback. » Any configuration changes – This is a preliminary advisory engagement alone. Implementation will be proposed in a subsequent statement of work.
Dependencies	Attendance at the workshop and throughout the engagement would be relevant for staff with the following roles / knowledge areas: » Availability of key technical stakeholders with vested interest in the deployment of Microsoft 365 to attend workshop and make decisions on configuration. » Customer can grant Global Reader access to SoftwareONE consultant.
Deliverables	» ==On-Premise/Remote== collaborative & interactive knowledge-sharing workshop session.

	» Slide Deck presentation of Tenant security/vulnerability assessment as well as future roadmap items
	» Costed statement of work for SoftwareONE to assist with any remediation activities

2.2   Key Information & Assumptions

Variables	Description
Key Information & Assumptions	▪ The Microsoft 365 tenant exists and Global Reader credentials will be made available for the workshops.
	▪ The project will be delivered without interruption or suspension.
	▪ Any additions or changes to the proposed scope must be mutually agreed upon by SoftwareONE and Company Name in a formal Change Request document, outlining the proposed changes, the impact of the proposed change on pricing and schedule, and other relevant terms.
	▪ Any tasks that may need to be assigned to Company Name resources as part of any detailed resource planning will be completed on time.
	▪ Reasonable requests for functional or technical clarification will be responded to within an agreed realistic timeframe. Failure to respond during the allocated time frame could have an impact on timelines and associated cost.
	▪ Company Name accepts that our project team members will perform their duties either on site or remotely.
	▪ Company Name accepts non-exclusive access to our project team members during the project.
	▪ Any documentation delivered by SoftwareONE will be provided in editable formats such as Microsoft Word or Excel as applicable.
	▪ Any Company Name nominated decision-making representative is duly empowered to make decisions as required.
	▪ We will receive a minimum of five working days' notice of any rescheduling of work resulting from delays caused by Company Name or their contractors.
	▪ Similarly, Company Name will receive a similar period of notice from SoftwareONE in respect of any rescheduling save any unforeseen circumstances such as sickness or emergency personal circumstances concerning the nominated consultant(s).