



Microsoft SharePoint Migration

Service Description

G Cloud 15



Contents

Introduction	2
Service Description	3
The service covers:	3
Who this service is for	3
Scope of Service	4
Benefits	6
Features	6
Deliverables	7
Assumptions and prerequisites	7
Onboarding & Offboarding.....	9
Roles and responsibilities	9
Timescales	10
Change management.....	10
Service location	10
Exit plan.....	10
Data Protection and security	10
Why UK Public Sector Organisations benefit when they Partner with Ekco Cloud & Security.....	11
Security-First Cloud Services Aligned to Government Standards	11
End-to-End Capabilities Mapped to G Cloud 15	11
Scalable Expertise and Sovereign Delivery	11
Tailored Solutions for Resource-Constrained Organisations	11
AI-Enhanced Security Operations	12
Public Sector-Focused Engagement Model	12
Global Recognition and Strategic partnerships	12

Introduction

Ekco Cloud & Security is an ideal partner for public sector organisations seeking a **secure, compliant, and scalable provider** via G Cloud 15.

We make it easier for IT teams to innovate, scale, manage, troubleshoot and secure. Across cloud, business continuity, security and workspace solutions, we enable the growth our customers want with the team they already have.

Through our security-first approach, large specialist workforce, AI-enhanced operations, and proven delivery capability, we help organisations:

- Modernise securely
- Strengthen cyber resilience
- Reduce operational risk
- Improve service continuity
- Deliver safer, more reliable digital services for our customers and their stakeholders.

Ekco's end-to-end cloud and cyber services are well matched to **G Cloud purchasing needs and public sector transformation goals**.

Service Description

Ekco provides a comprehensive SharePoint Online (SPO) Migration and Modernisation service designed to help public sector organisations transition from legacy file servers, Azure Files, or other on-premises/unstructured data repositories into a structured, secure, modern Microsoft 365 SharePoint Online environment.

The service covers:

- Assessment and due-diligence of existing repositories
- SharePoint information architecture design
- Creation of Document Sets and metadata models
- Migration of structured/unstructured data
- Site standardisation and permissions remediation
- File share retirement & cutover
- Handover to operational support

Who this service is for

This service supports organisations seeking to modernise information management, improve data governance, standardise permissions, and align with Microsoft Cloud best practice.

Scope of Service

Ekco's service offering covers the following capabilities, drawn from real-world delivery patterns demonstrated in prior SharePoint migrations.

1. Discovery & Due Diligence

Ekco will perform assessment activities to understand the as-is landscape, such as:

- Review of on-premises file servers, Azure File Shares, or legacy storage
- Identification of DFS namespaces and access patterns
- Review of existing SPO sites, site ownership, structure, and permissions
- Identification of obsolete or duplicate storage locations
- Confirmation of Microsoft 365 tenant readiness

2. Information Architecture & Low-Level Design (LLD)

Ekco will design a SharePoint information architecture aligned to Microsoft best practices, including:

- Site structure, hub sites (if required) and navigation
- Document Set strategy and metadata models
- Permissions & ownership model (least privilege, role-based)
- Sharing and external access controls
- Mapping of source repositories to SPO destinations
- Migration approach and cutover strategy

3. SharePoint Standardisation & Configuration

Configuration activities may include:

- Standardising existing SPO sites against agreed design
- Cleaning up permissions, sharing links, and ownership
- Removal or archiving of obsolete sites
- Deployment of standard site templates
- Configuration of governance and access controls

4. Document Set Creation & Metadata Deployment

Ekco will create:

- Required Document Sets in destination libraries
- Metadata columns and term sets (where applicable)
- Automated mapping where source→destination metadata spreadsheets exist

5. Data Migration

- Depending on the customer scenario, Ekco will:
- Deploy and configure a supported migration tool (e.g., Sharegate)
- Migrate file server, Azure File Share, or other repository content into SPO
- Maintain folder-level structure as required
- Populate metadata for Document Sets and/or files
- Perform delta synchronisation for go-live
- Validate post-migration integrity

6. Application Storage Considerations (Optional)

- If applications store data in legacy shares, Ekco can:
- Review application storage dependencies
- Recommend and build alternative storage solutions (e.g., SPO library, Azure storage, or alternate service)
- Support migration of application-related data

7. Cutover & Share Retirement

Ekco will:

- Set legacy file shares to read-only
- Perform delta sync and final validation
- Retire obsolete file repositories
- Provide communications for end-users and departments

8. Handover

Handover includes:

- Documentation of all SPO changes made
- Updated architecture and site inventory

- Final data migration reports
- Knowledge transfer sessions with support/IT teams

Benefits

Buyers who partner with Ekco will realise the following benefits;

- **Improved Data Governance:** Metadata, Document Sets, and structured taxonomy dramatically improve searchability, auditability, and governance alignment.
- **Reduced Security Risk:** Standardised permissions, controlled sharing, and modern Microsoft 365 security reduce exposure inherent in legacy shares.
- **Operational Efficiency:** Consolidating fragmented repositories into SharePoint reduces management overhead, duplication, and user confusion.
- **Future-Ready Cloud Architecture:** Built on Microsoft best practices, ensuring scalability, long-term maintainability, and alignment with Cloud First policy.
- **Enhanced Collaboration & Accessibility:** Users gain modern sharing, co-authoring, version history, and access anywhere via SharePoint Online and OneDrive.
- **Lower Infrastructure Cost:** Retiring file servers/Azure Files eliminates associated overhead, maintenance, and redundant storage costs.
- **Audit-Friendly Migration:** Detailed migration logs, inventory reports, and structured change documentation support compliance requirements.
- **Smooth Transition & Adoption:** Communications, end-user guidance, and knowledge transfer reduce disruption and accelerate adoption of the new environment.

Features

- **Discovery & Due Diligence:** Assessment of existing file servers, Azure Files, permissions models, structures, and governance.
- **SharePoint Information Architecture Design:** Creation of site structure, Document Set models, metadata schemas, and a best-practice Low-Level Design (LLD).
- **SharePoint Standardisation & Remediation:** Cleanup of existing SPO sites, rationalisation of permissions, removal of obsolete sites, and deployment of standard templates.
- **Document Set & Metadata Deployment at Creation of Document Sets and metadata fields based on structured mapping spreadsheets.**
- **Secure, Modern Data Migration:** Use of enterprise migration tooling (e.g., Sharegate) to move unstructured data into SPO with validation and delta sync.
- **Application Storage Review (Optional):** Evaluation of applications tied to legacy storage and design of alternative storage patterns.
- **Cutover & Legacy Retirement:** Final delta migration, read-only switch-over, and retirement of legacy file repositories.

- Comprehensive Handover: Delivery of documentation, migration logs, updated architecture, and knowledge transfer sessions.

Deliverables

Technical awareness

- Large files over SPO size limits may require alternative storage
- Certain file types/paths exceeding SharePoint limits may require remediation
- Long path names may need restructuring before migration
- Applications relying on SMB shares may require re-architecture

This will be discussed during the discovery and planning phase. We are able to offer recommendations and alternatives based on our previous successful projects of this nature.

Service metrics and reporting

We can provide;

- Migration execution logs
- Exception reports
- Pre/post-migration file counts
- Delta sync summaries
- Permissions change register
- Site & Document Set inventory

Training and knowledge transfer

- Training on SPO structure and usage
- Governance and permissions model training
- Administrator training as required
- End-user communication templates

Accessibility and standards

Documentation is provided in accessible formats upon request. We align to Microsoft's Well-Architected Framework and Azure CAF and follow public sector accessibility guidance for published materials where applicable.

Assumptions and prerequisites

Dependencies

- Customer provides required access (file shares, Azure, SPO admin)
- Customer identifies data owners/stakeholders
- Customer validates migrated data during UAT

- Customer provides metadata spreadsheets (if required)

Assumptions

- SPO tenant has sufficient storage capacity
- Project is delivered within a single Microsoft 365 tenant
- Customer will retire unsupported legacy repositories based on migration results

Prerequisites

- Mapping of source → destination
- Metadata definitions (if applicable)
- Identification of critical users/applications
- Confirmation of governance requirements

Onboarding & Offboarding

Our projects are delivered by accredited PRINCE2 Project Managers, we use proven methodologies and tools to ensure that we deliver on time, to budget and with minimised risk for our customers so that they can realise the benefits of their migration immediately.

Onboarding typically includes:

- Kick off meeting
- RAID log creation
- Access preparation (file servers, Azure, SPO admin)
- Validation of prerequisites
- Delivery plan

Offboarding typically includes:

- Handover documentation
- Knowledge transfer
- Optional post-migration hypercare
- Exit support for handback to customer or another supplier

Service delivery, during the project, is performed by certified MS engineers and project managers. A project plan, RAID and regular progress reporting are provided. Post go-live hyper-care can include on-site assistance for end users and IT staff. Ongoing managed service (if required) can be purchased separately.

Roles and responsibilities

The following are typical roles and responsibilities within this project:

Supplier:

- Produce design documentation
- Configure SPO environment
- Execute migration tooling
- Provide technical governance
- Retire legacy repositories
- Deliver documentation and handover

Buyer:

- Approve design

- Provide access to source systems
- Provide metadata & mapping spreadsheets
- Engage stakeholders & data owners
- Complete UAT & sign-off

Timescales

Scope and duration are dependent on delivery type and complexity. Our experience ranges from small implementations to large multinational deployments for large enterprise customers.

Change management

We deliver projects that are ITIL aligned. Changes are managed through a formal change control process agreed in the project initiation phase. Impacted scope, time and cost are documented and approved prior to implementation.

Service location

The service can be delivered onsite and/or remotely.

Exit plan

The exit plan includes:

- Transfer of documentation
- Extraction of migration reports
- Transfer of SPO ownership
- Closure meeting
- Optional support extension (separate chargeable works)

Data Protection and security

Ekco aligns and complies with:

- UK GDPR
- Microsoft 365 security best practices
- Principle of least privilege
- Secure handling of customer data during migration
- Use of encrypted channels for data transfer

All data remains within the customer's Microsoft 365 tenant unless otherwise agreed.

Why UK Public Sector Organisations benefit when they Partner with Ekco Cloud & Security

Security-First Cloud Services Aligned to Government Standards

Ekco Cloud & Security is a leading UK and European **security-first managed cloud provider**, delivering deep expertise across cyber security, identity, and cloud. Our services align with **NCSC guidance, the Cyber Assessment Framework (CAF), NHS DSPT**, and wider public sector assurance requirements. Our proven **Assess → Protect → Detect → Respond** model supports secure-by-design digital transformation across hybrid and distributed environments—directly addressing public sector risk and resilience priorities.

End-to-End Capabilities Mapped to G Cloud 15

Public sector buyers need suppliers that can deliver migration, protection, management, and optimisation through a single, accountable partner. We provide a **fully integrated cloud and security portfolio**, including:

- Cloud migration and managed cloud operations
- Security and infrastructure management
- Identity security and privileged access management
- Secure modern architecture design
- Real-time threat detection and incident response

These services align directly with **G Cloud 15 lots and purchasing criteria**, enabling organisations to modernise securely while managing complex legacy estates.

Scalable Expertise and Sovereign Delivery

With **1,000+ cloud and security specialists across the UK and Europe**, we offer the scale, depth, and resilience required to support mission-critical public services. A dedicated **identity security practice** provides mature capability for access control and Zero Trust adoption—an increasingly critical requirement across government organisations.

Tailored Solutions for Resource-Constrained Organisations

Recognising the challenges faced by councils, NHS trusts, education, and blue-light services, we offer **cost-effective, scalable cloud and cyber security solutions** designed for organisations with limited internal capacity.

These services protect against phishing, ransomware, and social engineering while meeting G Cloud's expectations for solutions that are secure by default, rapidly deployable, and low overhead.

AI-Enhanced Security Operations

We embed **AI into daily security operations**, improving analyst productivity and response effectiveness. AI-assisted services accelerate:

- Incident triage and prioritisation
- Threat analysis and vulnerability summarisation
- Reporting accuracy and audit readiness

This enables faster outcomes and stronger protection for public bodies operating with limited staffing.

Public Sector-Focused Engagement Model

Our partnership-led approach aligns with government procurement expectations, offering:

- Dedicated, accountable delivery teams
- Transparent SLAs and service reporting
- 24/7 support with local expertise
- Predictable commercial and contract models

This ensures we act as a **strategic long-term partner**, not a transactional supplier.

Global Recognition and Strategic partnerships

These global accreditations partnerships show our commitment to customer satisfaction, data safety, security and overall quality. We're independently audited every year to give our customers confidence in our approach.



From agile managed cloud platforms to next-gen security services that supercharge defences, our local team of specialists provide proactive, round-the-clock management. With one Ekco Cloud & Security team delivering a combination of services, our customers quickly gain control and visibility over their technology.