

Your IT partner in a changing world

Service Definition Document: SharePoint

G-Cloud



Crown
Commercial
Service
Supplier

Microsoft
Partner


Gold Windows and Devices
Gold Cloud Platform
Silver Application Development



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Service Overview

APPtechnology Sharepoint services include, support, train, migrate and deploy Microsoft SharePoint. Microsoft SharePoint is a platform to share and collaborate within your business, offering customisation, file sharing and data sharing to streamline work.

APPtechnology's SharePoint services range from, support, implementation, migration, governance health checks and training.

We offer our range of services from fixed price to full project delivery of your organisation's data, SharePoint can be integrated with your CRM, ERP & DMC, also One drive & Teams.

SharePoint: Health Check

Ensure that your organisation is aware of and leverages the benefits of relevant and frequent SharePoint advances. Scheduled Consultant activity to periodically health check your environment, then present, agree and implement product advances that are seen as important to you.

Workshop for Key Issues and Challenges:

Facilitate a focused session to identify and prioritise current challenges and issues with SharePoint, engaging stakeholders to understand pain points and areas for improvement.

Governance Plan and Information Architecture Review:

Assess the existing governance framework and information architecture for alignment with business objectives and compliance with best practices.

Service Offerings and Use Case Mapping:

Evaluate SharePoint and related service offerings (Teams, Intranet sites) against business use cases. Develop a decision tree for service selection based on specific needs.

Ticketing and Site Request Process Audit:

Analyse current processes for handling support tickets and site requests, identifying inefficiencies and recommending improvements.

Site Deployment Provisioning Review:

Review methods and processes for site deployment, including SharePoint and Teams, to optimise provisioning.

Policy, Template, and Site Design Assessment:

Examine existing policies, site templates, and design approaches to ensure they support best practices and business goals.

Content Collaboration Principles Review:

Evaluate the organisation's goals for using SharePoint/Teams for content collaboration, ensuring alignment with industry standards.

Insights, Cost Optimisation, and AI Readiness:

Provide insights on unknown areas, strategies to reduce storage/cloud costs, and prepare the organisation for adopting AI technologies.

SharePoint: Migration

This service provides migration from SharePoint on prem to SharePoint online, we plan the migration from initial discovery to full migration allowing a seamless transition to online SharePoint enabling an enhanced user experience.

Assess:

Perform discovery of your current environment, identifying your existing SharePoint sites, libraries, data and content.

Data:

Understand the size and complexity of your data, understand any customisations or workflows in place.

Goals:

What are your objectives for the migration? We define your goals and objectives to offer improved collaboration, streamlined processes and scalability along with consideration of features and usability requirements.

Migration Approach:

Choosing the right approach is imperative, depending on where your files are stored, options include:

File Shares: Migrate from file shares to OneDrive, Teams, or SharePoint in Microsoft 365.

On-Premises SharePoint:

Depending if your content is in on-prem SharePoint Server, use the SharePoint Migration Tool for migration.

Hybrid Environment:

Set up a hybrid environment with SharePoint in Microsoft 365 while migrating or as a long-term solution.

Content Review and Cleanup:

Perform a thorough review of current content. Remove or archive unnecessary files which saves migration time and storage space.

Automate Processes and Workflows:

If you have automated workflows, consider integrating them with Microsoft 365 or migrating them entirely.

SharePoint: Training and Support

This service provides training and support for your business, bespoke training and support packages can be built to suit your specific needs.

BAU:

Support and training for your team to allow consultancy on specific areas enabling enhanced internal knowledge.

Migration:

Support and training for your team to allow consultancy on pre and post migration activity, assisting with planning, how to execute and post migration support as you move to SharePoint online.

Pricing

Maximum G-Cloud day-rates are shown, specific services may use lower rates due to economies of scale, service discounts or locations

	Strategy and Architecture	Business Change	Solutions Development and Implementation	Service management	Procurement and Management Support	Client Interface
1. Follow	£450	£450	£450	£400	£450	£450
2. Assist	£600	£600	£600	£550	£600	£600
3. Apply	£725	£725	£725	£675	£725	£725
4. Enable	£800	£800	£800	£725	£800	£800
5. Ensure / Advise	£950	£950	£950	£800	£950	£950
6. Initiate/ Influence	£1,100	£1,100	£1,100	£900	£1,100	£1,100
7. Set Strategy and Inspire	£1,250	£1,250	£1,250	£1,000	£1,250	£1,250

Exit Costs

Provided that the services terminate at the end of an agreed term, in line with the terms and conditions, there are no specific exit costs.

Invoicing

Monthly in Staged invoices based on Statement of Work Delivery.

Monthly in arrears for each agreed SoW phase

About APPtechnology

APPtechnology provide application lifecycle solutions, end point solutions, Power platform solutions, SharePoint Solutions and Microsoft 365 solutions into Enterprises across Government, Financial, Retail and Banking sectors. Our combination of software and professional services lowering the costs and time to make applications available to end users. We're based in London so we're close to our clients and offer a sensible balance of on-site and off-site capabilities.

Contact Details

Question related to minimum order values, design and implementation costs and other technical questions related to the Service should be addressed to:

operations@apptechology.co.uk

Or alternatively contact Martin Sweeney at:

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30 St Mary Axe
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About APPtechnology

APPtechnology is a leader in digital transformation services, covering project and BAU delivery for large organisations Globally.

We supply flexible teams specialising in Modern Workspace delivery, covering Endpoint Management, Security, Data protection, End User Experience management and Technology migrations.

Entirely managed from the UK, we bring experienced governance to all statement of work based delivery, incorporating measurable performance metrics and results analysis in our regular reporting. Where qualified resource supply only is requested we provide models for inside and outside of IR35 payroll, as appropriate to the role and delivery method.

We supply G-Cloud services to the largest (96,000 users) and the smallest local and central Government departments and NHS accounts.

