

M365 Assessment and Implementation

Service Definition Document

Sopra Steria



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1 About Sopra Steria

1.1 Overview

About Sopra Steria

Sopra Steria, a major Tech player in Europe with 50,000 employees in nearly 30 countries, is recognised for its consulting, digital services and solutions. It helps its clients drive their digital transformation and obtain tangible and sustainable benefits. The Group provides end-to-end solutions to make large companies and organisations more competitive by combining in-depth knowledge of a wide range of business sectors and innovative technologies with a collaborative approach. Sopra Steria places people at the heart of everything it does and is committed to putting digital to work for its clients in order to build a positive future for all. In 2024, the Group generated revenues of €5.8 billion.

The world is how we shape it

Sopra Steria (SOP) is listed on Euronext Paris (Compartment A) – ISIN: FR0000050809 For more information, visit us at www.soprasteria.com

50,000

employees

€5.8bn

2024 revenue

Top 5

European digital
services companies

In nearly

30

countries



1.2 Our Cloud Capability

Sopra Steria Cloud Practice brings together leading digital, cloud and engineering expertise to accelerate transformation for our clients.

- Delivering comprehensive digital and cloud transformation, including strategic consulting, change management, large-scale migration, application modernisation, next-generation development and secure, optimised operations
- Integrating deep capability across applications, data, infrastructure, cloud platforms and security, supported by industrialised assets to enable solutions across Private, Public, Hybrid and Sovereign Cloud environments
- Using an end-to-end cloud delivery model that integrates business, engineering, security and operations, ensuring continuous innovation, strong governance, and measurable business value throughout the full cloud lifecycle.

1.3 Our Credentials

Capacity

More than 15,000 cloud experts in 30 countries
(Vision, Ops, Design, Scale)

Market recognitions

- Large account (best category>\$250m) in the "Public Sector Industry Cloud Landscape" (Forrester)
- Leader "Cloud public in Europe" & "Next Gen Private & Hybrid Cloud" (ISG)
- Leader "Cloud Infra Brokerage" (NelsonHall)
- Best in Class "Azure" & "SAP" & "Service Now" (PAC Radar)
- Leader "Cloud Native Application" & "Application Transformation Services" (Quadrant)
- Major Contender "Cloud Services" & "Cloud Native Applications" & "Services on AWS Azure & CGP" (Everest)

Key partners



Main market recognitions

2nd in IT Services in France and 10th in EMEA*

Cybersecurity	Digital	AI	IT for Green	Cloud			
• Leader "Cyber resiliency services" (NelsonHall) • Leader "cybersecurity" in France & Germany (ISG) • Top 5 "cybersecurity" in France (Markess)	• Leader "Application Transformation Services" (Quadrant) • Leader "Digital Banking" (NelsonHall) • Leader "Digital Banking Services" (ISG) • Major Contender "Digital twin Services" (Everest) • Innovator "Digital Manufacturing" (NelsonHall)	• Leader AI Services & Gen AI (PAC Innovation Radar) • Leader AI Services (Quadrant) • Leader "Intelligence Process Automation" (Quadrant) • Major player "European Professional Services for Data-Drive" (IDC) • Major contenders "AI services" & "Intelligent Process Automation services" (Everest)	• Leader "ESG for Banking Services" (NelsonHall) • Best in class "consulting and digital services for sustainable development" (PAC Innovation Radar) • Major Contender "NetZero Consulting Services" (Everest)	• Large account (best category>\$250m) in the "Public Sector Industry Cloud Landscape" (Forrester) • Leader "Cloud Infra Brokerage" (NelsonHall) • Best in Class "Azure" & "SAP" & "Service Now" (PAC Radar) • Leader "Cloud Native Application" & "Application Transformation Services" (Quadrant) • Leader "Cloud public in Europe" & "Next Gen Private & Hybrid Cloud" (ISG) • Major Contender "Cloud Services" & "Cloud Native Applications" & "Services on AWS Azure & CGP" (Everest)			
							

* Source PAC 2024

2 Service Overview

2.1 Service Description

Our Microsoft 365 Assessment and Implementation service helps organisations assess their current collaboration and productivity environment and plan, configure, and support a secure and effective Microsoft 365 deployment. We focus on readiness, governance, security, and user adoption to ensure a smooth transition and sustainable operation.

2.2 Features

- Current-state assessment of Microsoft 365 usage and readiness
- Tenant configuration and design aligned to best practices
- Identity and access integration with Entra ID
- Security and compliance baseline configuration
- Exchange Online, SharePoint Online, OneDrive, and Teams setup
- Information protection and data governance support
- Migration planning for mailboxes, files, and collaboration data
- Conditional Access and security policy configuration
- Adoption and change enablement support
- Documentation and knowledge transfer

2.3 Benefits

- Secure and compliant Microsoft 365 foundation
- Improved collaboration and productivity
- Reduced risk during implementation and migration
- Clear governance and operational ownership
- Improved user experience and adoption
- Alignment with Microsoft best practices
- Simplified administration and supportability
- Reduced dependency on legacy tooling
- Better visibility and control of organisational data
- Scalable platform supporting future growth

2.4 Our Approach

We start with an assessment of the existing Microsoft 365 tenant, identity configuration, and user requirements. We define a target-state design covering security, compliance, collaboration, and governance. Implementation is delivered in phases to reduce disruption, supported by validation, documentation, and handover to operational teams.

2.5 Inputs

We would expect the following inputs from you as part of this service:

- Existing Microsoft 365 tenant access
- User, group, and identity requirements

- Security and compliance policies
- Current collaboration and data usage patterns
- Migration scope (if applicable)

This is a high-level list and is not exhaustive. If you cannot provide all of these inputs, then we can discuss altering our approach to accommodate your situation.

2.6 Outputs & Deliverables

Some of the outputs and deliverables generated from the service are identified below:

- Microsoft 365 assessment report
- Target architecture and configuration design
- Configured Microsoft 365 services
- Security and governance baseline documentation
- Migration and adoption guidance
- Knowledge transfer materials

This is a high-level list and is not exhaustive.

2.7 Certifications & Skills

Some of our certifications and skills related to this service are identified below:

- Microsoft Azure Solutions Architect Expert
- Microsoft Azure DevOps Engineer Expert
- Microsoft Azure Security Engineer Associate
- Microsoft Azure AI Engineer Associate
- Microsoft Azure Data Scientist Associate
- Microsoft Database Administrator Associate
- Microsoft Azure Administrator Associate
- Microsoft Developer Associate
- Microsoft Azure Network Engineer Associate
- Microsoft Azure Virtual Desktop Specialty

This is a high-level list and is not exhaustive.

3 Pricing

Please refer to the Pricing Document for this Service.

4 Next Steps

4.1 Contact

Please contact us if you would like to know more about any of our listings on G-Cloud.

Email: sector-support@soprasteria.com

As all of our G-Cloud enquiries initially come into a single contact, please remember to tell us:

- Your name, your organisation name and contact details
- Which service you are enquiring about
- A brief summary of your requirements or problem statements that you would like support to address.

4.2 More Information

More information about our services and capabilities can be found on our website [here](#).

