

Microsoft Teams Assessment and Implementation

Service Definition Document

Sopra Steria



Contents

1 About Sopra Steria2

1.1 Overview2

1.2 Our Cloud Capability3

1.3 Our Credentials4

2 Service Overview5

2.1 Service Description5

2.2 Features5

2.3 Benefits5

2.4 Our Approach5

2.5 Inputs6

2.6 Outputs & Deliverables6

2.7 Certifications & Skills6

3 Pricing6

4 Next Steps7

4.1 Contact7

4.2 More Information7

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 Teams Assessment and Implementation service helps organisations plan, configure, and adopt Microsoft Teams securely and effectively. We assess current collaboration tools, governance, security, and user needs, then design and implement Teams in line with organisational policies, compliance requirements, and operational support models.

2.2 Features

- Microsoft Teams readiness and current-state assessment
- Governance, security, and compliance design
- Tenant-level Teams configuration and policies
- Integration with Microsoft 365 and Entra ID
- Teams architecture and information structure design
- Migration support from legacy collaboration tools
- Meeting, chat, and calling configuration support
- User adoption and change enablement guidance
- Operational support and lifecycle planning
- Documentation and knowledge transfer

2.3 Benefits

- Secure and compliant collaboration platform
- Improved communication and teamwork
- Reduced risk from unmanaged Teams sprawl
- Clear governance and ownership model
- Better user adoption and consistent usage
- Alignment with Microsoft best practices
- Simplified administration and support
- Improved visibility and control of collaboration tools
- Reduced operational overhead
- Scalable foundation for future collaboration needs

2.4 Our Approach

We start with a structured assessment of the existing collaboration environment, user requirements, and security constraints. We work with stakeholders to define governance, compliance, and adoption objectives.

We design a Microsoft Teams configuration aligned with organisational policies, identity controls, and information management requirements. Implementation is carried out in a controlled manner, followed by validation, documentation, and knowledge transfer to ensure operational readiness and ongoing supportability.

2.5 Inputs

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

- Existing Microsoft 365 tenant details
- Collaboration and communication requirements
- Security, compliance, and data residency policies
- User groups and organisational structure
- Current collaboration tools and usage patterns

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 Teams assessment report
- Governance and security configuration documentation
- Configured Teams policies and settings
- Migration and adoption guidance (where applicable)
- Operational handover and support documentation

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](#).

