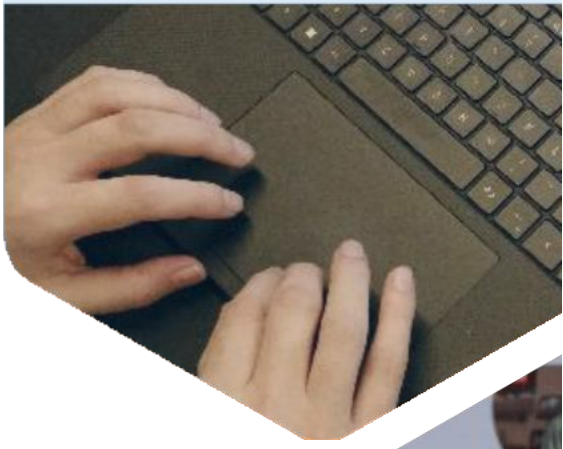




Valto

SharePoint Envisioning

G-Cloud Service Definition

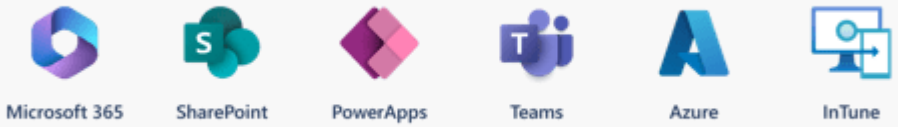






Valto

Valto the best Microsoft Partner in the world

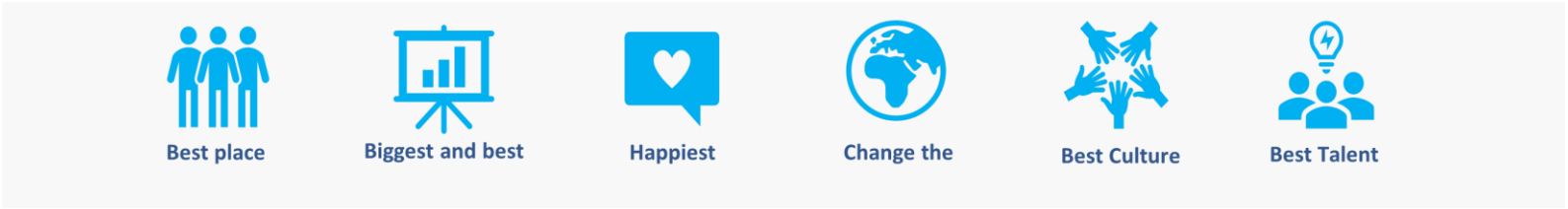


Valto is a Microsoft specialist committed to helping customers get more from Microsoft.

As a Microsoft Solutions Partner, we are experts in Microsoft Technologies including Modern Workplace, Microsoft 365, Azure, Business Applications, Data & AI.

One of our primary goals is to help "Change the World" by Impacting 1 million lives positively through social initiatives and working with non-profits.

Our Vision





Valto

Valto
G-Cloud

Microsoft Solutions Partners



Microsoft Solutions Partner
Modern Work
Specialist
Adoption and Change Management

Microsoft Solutions Partner in Modern Work

Modern Work Solution Partners have demonstrated the capabilities to deploy for SMB & Enterprise based on performance, skilling and customer success.
We also hold the less common Microsoft Adoption and Change Management Advanced Specialization, which, in short, means that our projects stand an extremely high chance of successful adoption.

Microsoft Solutions Partner in Digital & App Innovation

As a Solutions Partner for Digital & App Innovation we have demonstrated our broad capability to help customers build, run, and manage applications across multiple clouds, on premises, and at the edge.
Additionally, we hold the Low Code Application Development Advanced Specialization which includes Microsoft Power Apps and Microsoft Power Automate, to rapidly develop custom and flexible low-code line-of-business solutions.

Microsoft Solutions Partner
Digital & App Innovation
Azure
Specialist
Low Code Application Development

Service Description

Summary

Valto's SharePoint Envisioning Workshop helps organisations define a clear, practical SharePoint roadmap. Through structured discovery and expert guidance, we align business objectives, information architecture, governance, and user needs to create a shared vision for a successful SharePoint implementation or improvement programme.

Service Details

The SharePoint Envisioning Workshop is a structured engagement designed to help organisations define how SharePoint should support their business objectives. Valto works with key stakeholders to understand current challenges, user needs, and desired outcomes, creating a shared vision for a future-ready SharePoint environment.

During the workshop, we explore information architecture, content structure, governance, security, and collaboration requirements. We review existing systems and processes, identify improvement opportunities, and align SharePoint capabilities with operational, compliance, and productivity goals.

The workshop combines facilitated discussions, practical examples, and expert recommendations to ensure decisions are grounded in real-world delivery experience. This enables organisations to make informed choices about design, configuration, and adoption before committing to build activities.

Following the session, Valto provides a clear set of documented outputs, including recommendations, priorities, and next steps. This ensures stakeholders have a practical roadmap to guide implementation, reduce delivery risk, and maximise return on investment from SharePoint.

Service features

- Stakeholder discovery and requirements workshops
- SharePoint capability and use-case exploration
- Information architecture and content structure planning
- Governance, security, and compliance considerations
- Review of existing tools and processes
- User experience and adoption planning guidance
- Practical examples from real SharePoint deployments
- Identification of quick wins and priorities
- High-level solution and roadmap definition
- Documented recommendations and next steps

Service benefits

- Aligns SharePoint strategy with business objectives
- Reduces risk before SharePoint implementation begins

- Improves stakeholder engagement and shared understanding
- Clarifies requirements to avoid rework later
- Accelerates decision-making for digital workplace initiatives
- Improves user adoption through early involvement
- Identifies opportunities to improve productivity
- Provides a clear, actionable SharePoint roadmap
- Supports informed investment and planning decisions
- Maximises value from SharePoint capabilities

Service constraints

The SharePoint Envisioning Workshop is typically delivered remotely but can be delivered onsite by agreement. The service is time-boxed and focused on planning and recommendation activities, not technical build or configuration. Access to relevant stakeholders and existing documentation is required to achieve optimal outcomes. Outputs are advisory and strategic in nature and do not include detailed technical designs or implementation services, which can be delivered separately if required.

SharePoint Envisioning & Strategy

1 day workshop to introduce, explore, and define how SharePoint can best support your organisation.

This interactive session is designed to educate key stakeholders on SharePoint capabilities, explore high-impact use cases, and define a clear vision for a future SharePoint solution. Following the workshop, a summary report is produced with recommendations and a practical roadmap.

Typical Agenda

Understanding & Awareness

- Overview of SharePoint Online and Microsoft 365 capabilities
- Demonstrations of modern intranets, document management, and collaboration
- Discussion of integration with Microsoft Teams, Viva, Power Platform, and existing systems

Use Case Discovery

- Identification of SharePoint use cases across departments
- Prioritisation based on business value, complexity, and readiness
- Opportunity matrix highlighting quick wins and strategic initiatives

Solution Vision & Scope

- Definition of a target SharePoint vision and objectives
- High-level information architecture and content structure
- Governance, security, and compliance considerations

Next Steps & Roadmap Guidance

- Recommended actions to move from vision to delivery
- Outline of roles, skills, and licensing considerations
- Phased roadmap for implementation, adoption, and continuous improvement

Our Professional Services

Valto is a certified Microsoft Cloud solution provider. Valto provide support services for both cloud and on premises solutions. Valto provide services for all Microsoft 365 and Azure via G-Cloud including:

Products	Scope	Design	Deploy	Support
Microsoft 365 Backup	✓	✓	✓	✓
Email Protection	✓	✓	✓	✓
Microsoft 365 Security including Purview	✓	✓	✓	✓
Microsoft 365 Support	✓	✓	✓	✓
Microsoft Azure Development, Deployment and Support	✓	✓	✓	✓
Microsoft Intune Deployment and Support	✓	✓	✓	✓
Microsoft 365 Security Assessment	✓	✓	✓	✓
Microsoft Teams	✓	✓	✓	✓
SharePoint Support	✓	✓	✓	✓
SharePoint Intranet	✓	✓	✓	✓
Microsoft 365 File Migration	✓	✓	✓	✓
Microsoft 365 Tenant to Tenant Migration	✓	✓	✓	✓
Microsoft 365 Email Migration	✓	✓	✓	✓
Microsoft 365 Security Hardening - Advanced	✓	✓	✓	✓
Microsoft Copilot	✓	✓	✓	✓
Microsoft Viva	✓	✓	✓	✓
Tokens (Pre purchased hours)	✓	✓	✓	✓
Power Apps and Power Platform Development	✓	✓	✓	✓
Dynamics 365 Deployment and Adoption	✓	✓	✓	✓
Fabric and Power Bi	✓	✓	✓	✓
AI Bespoke Development	✓	✓	✓	✓
SharePoint SPFX Development	✓	✓	✓	✓

Our Managed Services

Managed IT Support

Products	Essential	Advanced	Advanced Security
Remote Desktop Support	✓	✓	✓
Core Business Hours - Mon- Fri (exclude Bank Hols)	✓	✓	✓
Valto Support Portal	✓	✓	✓
Annual Reporting and Service Review	✓	✓	✓
Out of Hours – Weekends, 24X7	Optional	Optional	Optional
On-site Core Services*	Billable	Billable	✓
3rd Party Vendor Management	✓	✓	✓
Starter / Leaver Process	✓	✓	✓
Major Incident Management	Billable	✓	✓
Change Management**	Billable	✓	✓
Service Request Management	Billable	✓	✓
Teams Telephony	Billable	✓	✓
Desktop Monitoring	✗	✗	✓
Desktop Patch Management	✗	✗	✓

Server Support

Products	Essential	Advanced
Server Monitoring	✓	✓
Server Patching	✓	✓
Server Backup*	✗	✓
Server Disaster Recovery*	✗	✓
On-site major incident	Billable	✓

Managed Microsoft 365

Products	Free Tier*	Essentials	Advanced	Advanced Security
Microsoft Support Management	✓	✓	✓	✓
License Management	✓	✓	✓	✓
Basic Service Health Monitoring	✓	✓	✓	✓
Annual Free Health Check	✓	✓	✓	✓
Account Manager	✗	✓	✓	✓
Monthly Reporting	✗	✓	✓	✓
Quarterly Review and updates	✗	✓	✓	✓
Annual Security Hardening	✗	✓	✓	✓
Technical Consultant for Monthly Reviews*	✗	✗	✓	✓
Intune and Endpoint Security Management*	✗	✗	✓	✓
Secure Score Management**	✗	✗	✓	✓
Proactive Security operations & Monitoring	✗	✗	✗	✓

Managed SharePoint

Products	Essentials	Advanced
Support Portal	✓	✓
Incidents of SharePoint components	✓	✓
Authorised Users	2	5
Service health monitoring	✓	✓
Customer Success Manager with quarterly reviews	✗	✓
Annual SharePoint Review	✗	✓

Network Support

Products	Essential
Wireless Network	✓
Wired Networks	✓
Internet Connections	✓
Firewall	✓
On-Site services	Optional

Our Delivery

We deliver our services through significant stages outlined below. While we are adept at supporting diverse project methodologies, we are fully adaptable to adhering to your preferred project approach.

In addition to offering technological solutions, we harness the expertise of our in-house consulting and project service teams to craft a bespoke solution. This encompasses a thorough consideration of your organisational culture, operational environment, and the skillset of your personnel. Our responsibility extends to overseeing the project's progress from initiation to completion, ensuring it stays within budget and meets agreed-upon specifications.

Stage	Actions
Requirements Gathering	An onsite or remote workshop to understand the stakeholders' specific requirements. Agree the scope of the project and how success will be measured. A follow up workshop report to be provided within one working week with a full break down of requirements and proposed suggestions. Agree the next steps including key milestone dates, approach to how testing will be completed, development environments and project reporting.
Implementation	Valto technical team to deliver the project and our project management team will schedule regular project update meetings throughout the implementation phase.
Testing	Creation of bespoke testing scripts to determine user journeys and expected outputs from the testing phase. Valto to carry out internal testing then handed over to the client for their own testing. All bugs and agreed changes to be made within a the user acceptance period. Deployment between development to pre-production environments.
Sign Off and Go Live	A full review of the solution with the client to ensure all requirements have been achieved. Once we have agreed sign off we will set the solution to be live and or transition into a production environment.

Case Studies



Chester Zoo Case Study

Reducing waste through an efficient uniform ordering app to save money.

Chester Zoo staff members needed a way to keep track of previous orders and collections and an easier way to approve or reject any uniform related requests.

Click here to read more.

City of London Case Study

The City of London previously managed its gardens with pen and paper.

Their goal was simple: build a Microsoft Power App solution that would streamline garden management for London's fieldworkers and administrators alike. The solution would have to be easy to use, scalable, and securely available on employee mobile devices.

Click here to read more.





North Wales Fire and Rescue Services Case Study

NWFRS enhances emergency response with secure intranet deployment.

NWFRS needed to upgrade their on-premises information systems. By leveraging existing Microsoft 365 licenses, NWFRS achieved streamlined workflows and improved communication without incurring extra costs.