



G-Cloud 15
Service Definition
SharePoint Migration

Service Name: SharePoint Migration

Supplier: Business Reform Limited

Service Summary

Business Reform Limited provides SharePoint Migration services to help public sector organisations move content securely and efficiently from legacy SharePoint environments to SharePoint Online or supported on-premises platforms. Our structured approach reduces risk, preserves data integrity, and enables organisations to realise the benefits of modern collaboration.

We deliver migrations that are carefully planned, tested, and aligned to business and information governance requirements, ensuring minimal disruption to users and continuity of service.

Service Description

Our SharePoint Migration service delivers end-to-end support for migrating content from SharePoint 2007, 2010, 2013, and 2016 to SharePoint Online or modern on-premises environments. We begin with detailed discovery of the source environment, including libraries, permissions, customisations, and data quality, to design a migration strategy tailored to the target platform.

The service supports full or phased migrations and includes security review, user onboarding, and governance planning to ensure migrated environments remain secure, usable, and sustainable.

Service Scope

This service may include, but is not limited to:

- Discovery and assessment of existing SharePoint environments
- Analysis of libraries, permissions, customisations, and data structures
- Target SharePoint Online or on-premises architecture design
- Pre-flight readiness checks and file assessment
- Full or phased data migration approaches
- Role-based access control and folder-level security design
- SharePoint security posture review
- End-user onboarding and adoption support
- SharePoint governance and lifecycle planning
- Documentation and knowledge transfer

Service Features

- Proven SharePoint migration methodology
- Full analysis of current SharePoint configuration and target locations

- Tenant and SharePoint security posture review
- One-to-one or group user onboarding into SharePoint
- Flexible migration options, including staged or full cutover
- Pre-migration readiness and file assessment
- Role-based access control and permissions configuration
- Governance design to support long-term SharePoint use

Service Benefits

- Simplified access to files and folders via SharePoint and OneDrive
- Secure access to content from anywhere to support collaboration
- Consistent sharing of content across teams of all sizes
- Centralised and secure storage of organisational information
- Reduced reliance on local device storage
- Seamless integration with Microsoft 365 services
- Secure external sharing of files and folders
- Reduced risk through link-based sharing rather than attachments
- Real-time collaboration across teams using SharePoint

Service Delivery Approach

Engagements typically follow a structured approach:

1. **Discovery and Assessment** – review of the source environment, data quality, permissions, and risks.
2. **Design and Planning** – definition of target architecture, migration approach, and governance.
3. **Migration and Validation** – execution of data migration with testing and issue resolution.
4. **Adoption and Handover** – user onboarding, documentation, and knowledge transfer.

Delivery can be remote, onsite, or hybrid depending on customer requirements.

Service Constraints

There are no specific service constraints. Delivery is subject to data readiness, access to source systems, and agreed scope.

Reselling Information

Business Reform Limited acts as a Microsoft Cloud Solution Provider (CSP), reselling Microsoft licensing alongside migration, consultancy, and support services.

Support and Service Management

Support is delivered through our UK-based IT Support helpdesk.

- Email and online ticketing support available
- Phone support available 24 hours a day, 7 days a week
- Support requests are logged, prioritised, and managed in line with agreed SLAs
- Customers can manage ticket status and priority

Support levels are tailored to the agreed support contract.

Security and Compliance

- Staff are screened in line with internal security processes
- Government security clearance up to Baseline Personnel Security Standard (BPSS)
- SharePoint migrations are delivered in line with Microsoft best practice and public sector requirements

Pricing

Pricing is provided on a transparent, engagement-specific basis and may be fixed-price or time-and-materials depending on scope.

For G-Cloud 15, Business Reform Limited provides a **G-Cloud 15 pricing rate card** for SharePoint Migration services. All buyer pricing through the Digital Marketplace is aligned to, and governed by, this published rate card.

Microsoft licensing and any associated migration tooling costs are charged separately via Microsoft CSP.

Exit and Handover

At the conclusion of the migration, Business Reform Limited will provide documentation, migration reports, and knowledge transfer to support ongoing operation by the customer or an alternative supplier.

Contact Information

Business Reform Limited provides ongoing account management and service oversight to ensure a successful and low-risk migration outcome.