



SERVICE DEFINITION DOCUMENT

MICROSOFT 365 MIGRATION-AS-A-SERVICE

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BACKGROUND

This document describes Simplex's technical advisory, consultancy, and migration support services for the delivery of Microsoft 365 Migration-as-a-Service within cloud environments. The services are designed to support the assessment, planning, execution, and governance of Microsoft 365 migrations, enabling secure, controlled, and outcome-driven transitions from legacy platforms to cloud-based services.

In addition to core migration capabilities, the offering incorporates data-led and AI-assisted considerations to support informed migration decisions, reduce risk, and improve predictability. This includes analysis of data readiness, migration complexity, usage patterns, and adoption insights using Microsoft-native data and analytics capabilities to ensure migrations are efficient, resilient, and aligned to future digital workplace and AI readiness.

OUR CAPABILITIES

Our Microsoft 365 Migration-as-a-Service portfolio provides a comprehensive set of services to support successful cloud migration outcomes. Key services include:

Core Migration Services

- Migration planning and governed execution
- Cloud strategy and advisory services
- Definition of migration scope, requirements, and specifications
- Enterprise architecture alignment and target-state definition
- Solution architecture design for Microsoft 365 workloads
- Compliance, assurance, and risk management

Data & AI-Enabled Migration Capabilities

- Data and information readiness assessment, including content structure, volume, and sensitivity analysis
- Use of analytics to assess user behaviour, data usage, and collaboration patterns to inform migration sequencing
- AI-assisted dependency analysis and migration prioritisation (using Microsoft-native tooling and insights)
- AI-assisted analysis is used to support prioritisation and insight, with all migration decisions remaining under human oversight and customer governance.
- Migration validation using data quality checks, reporting, and audit logs

- Readiness assessment for post-migration analytics, automation, and AI capabilities (e.g. Power BI, Power Platform, Copilot readiness)

Benefits of Our Migration Methodology

The Simplex migration methodology and framework deliver the following benefits:

- A pragmatic, phased migration approach that reduces operational and business risk
- Outcome-aligned migration delivery, guided by defined success criteria and governed execution.
- Strengthened alignment between migration execution and existing business and IT strategy
- Continuous focus on business requirements while maintaining quality, governance, and delivery control
- Tangible, auditable outputs aligned to recognised technology and architecture frameworks
- Data-driven insights that improve migration decision-making and prioritisation
- Access to diverse, multi-disciplinary skillsets with a scalable delivery model that can flex up or down as required

Technologies and Components Covered

- **Hosting:** In-house, outsourced, private, and public cloud
- **Building Blocks:** Compute, storage, backup, archive
- **Platform:** Microsoft 365 services, database and middleware platforms
- **Data & Information:** Content analysis, metadata, audit logs, migration reporting, and analytics
- **AI Enablement:** Readiness for AI-assisted insights, automation, and Copilot-enabled capabilities post-migration
- **Operations:** Monitoring, management, and migration governance
- **Security:** Compliance, regulatory controls, identity, and data protection
- **Process:** Business, service, and operational level agreements

APPROACH

Simplex's Cloud Strategy-to-Execution journey is based on its Alignment Build Capabilities (ABC) framework. The framework integrates cloud engineering, migration governance, data visibility, and AI-assisted insights to ensure predictable and controlled Microsoft 365 migrations.

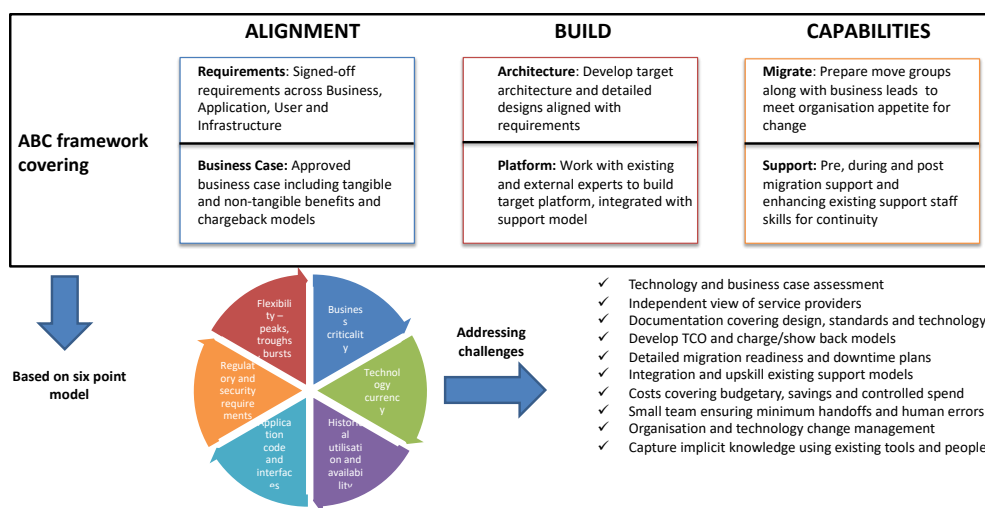


Figure 1: M365 Migration Framework

The various technologies and components covered are as below:

- **Hosting** - In-house, Outsourced, Private and Public Cloud
- **Building Blocks** - Compute, Storage, Backup, Archive
- **Platform** - Database and Middleware
- **Operations** - Monitoring and Management
- **Security** - Compliance and Regulatory
- **Process** - Business, Service & Operational Level Agreements

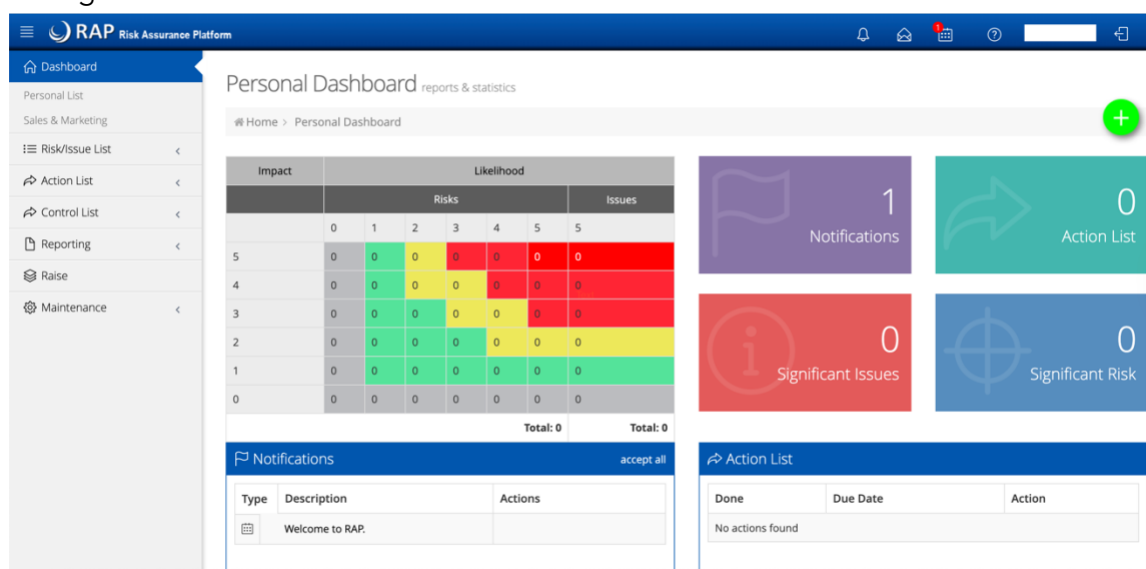
Risk Management, Governance & Assurance

As part of its governance and assurance approach, Simplex applies a structured and consistent risk management capability, supported where appropriate by a secure, cloud-based Risk Assurance Platform. This capability is used to enable systematic identification, assessment, and ongoing management of risks across delivery, operational, architectural, and programme contexts throughout the service lifecycle.

The approach ensures that all identified risks are clearly defined, categorised, and assigned accountable owners, creating transparency and reinforcing ownership from the point of identification through to resolution. Risks are assessed using auditable and configurable scoring models that consider likelihood and impact across multiple dimensions, enabling informed prioritisation and evidence-based decision-making.

The platform supports clear differentiation between inherent risk, residual risk, and target risk states, providing stakeholders with visibility into control effectiveness and progress toward risk reduction objectives. Continuous monitoring and structured reporting enable early identification of emerging risks, trends, and control gaps, supporting proactive governance rather than reactive intervention.

Risk controls, mitigating actions, and dependencies are managed through governed workflows with role-based access, ensuring that responsibilities, approvals, and changes are appropriately controlled and traceable. This structured approach supports strong compliance, audit readiness, and assurance requirements, particularly in regulated and assurance-driven environments, while enabling Simplex and its clients to maintain a consistent, defensible, and data-informed approach to risk management across all services.



Sustainability/GPM

Simplex Services embeds sustainability into the way projects and services are designed, governed, and delivered, rather than treating it as a standalone initiative. As a GPM-aligned organisation and Accredited Training Partner, Simplex applies Sustainable Project Management principles to reduce waste, optimise resource utilisation, and improve long-term value across cloud, digital, and

infrastructure engagements. Sustainability considerations are integrated into planning, delivery, and assurance activities, ensuring that environmental, social, and economic impacts are assessed alongside cost, risk, and performance. This pragmatic approach enables clients to achieve responsible outcomes without adding unnecessary complexity or administrative burden.

UN Sustainability GOALS

Simplex's sustainability practices directly support the UN Sustainable Development Goals, particularly goals relating to responsible consumption and production, industry innovation and infrastructure, climate action, and decent work and economic growth. Through responsible IT delivery, cloud optimisation, governance-led decision-making, and sustainable project management practices, Simplex helps organisations reduce carbon impact, improve operational efficiency, and build resilient digital foundations. By focusing on measurable outcomes—such as reduced waste, improved lifecycle management, and stronger governance—Simplex enables clients to demonstrate tangible progress against sustainability objectives while maintaining compliance with public-sector standards and long-term organisational goals.

PRICING

Please refer to the associated Pricing Document relevant to this Service.

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ABOUT US

Simplex Services responds to the diverse business needs of enterprises of all sizes, focusing on aligning business priorities with technology solutions, operating models, and costs.

For over a decade, our service offerings have been aimed at maximising the potential that technology can offer. Our customers and partners trust us not just for solutioning & implementation, but also to improve efficiency, reduce costs, identify new revenue streams, and make them future-ready.

1200⁺

Years of
Industry
Experience

8800⁺

Hours of Consulting
Delivered So Far

97%

Projects Completed
on Time

95⁺

Employees &
Associates

11

Years in Business



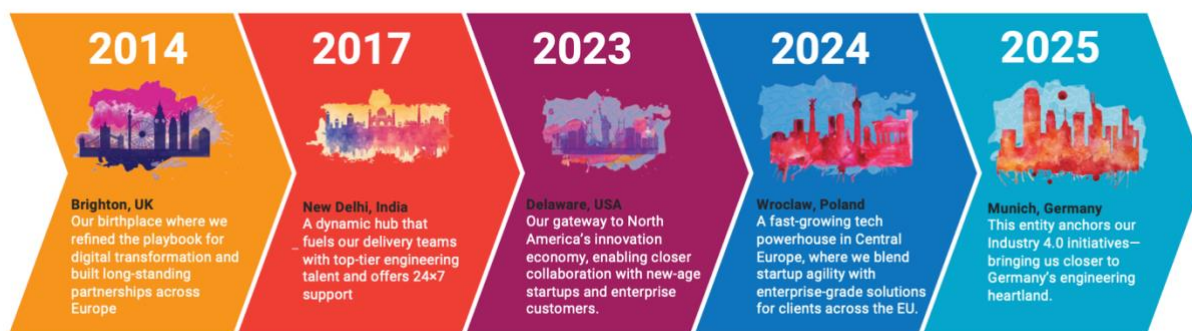
Our Global Footprint

Mapping Impact Worldwide

Our Global Footprint

Mapping Impact Worldwide

From its conception in Brighton, UK, Simplex Services has expanded its global footprint by establishing offices in key locations worldwide to deepen relationships, tap local expertise and deliver hands-on support to clients worldwide.



Core Capabilities

Accelerating Digital Transformation

Advisory & Architecture	Data and AI	Digital Workplace	Infrastructure Modernisation	Workforce Staffing
- Strategic guidance and technical expertise to help businesses navigate the complex world of IT architecture and make informed decisions about their technology investments. - With our Technical Authority-as-a-Service (TAaaS) framework, we offer businesses a flexible, cost-effective, and rapidly deployable solution to access the technical expertise needed, when needed, without the overhead of building in-house teams and improving organisational agility.	- Transforming your core processes into self-optimising, intelligent operations to reduce costs, eliminate errors, and accelerate time to value. - Our AI-powered and data-led workflow automation solutions turn buzzwords into business value. We help you identify high impact automation opportunities that reduce errors, cut costs, and improve efficiency—from quick win deployments to enterprise-wide automation strategies for measurable outcomes.	- Align technology, people, and business processes to improve productivity and organisational efficiency and enable a consistent end-user experience across multiple devices and locations. - Our solutions integrate productivity platforms like Microsoft 365 and identity management with a focus on user experience and security. The result is a workplace that boosts collaboration, streamlines workflows, and adapts to evolving business needs—without compromising compliance or performance.	- Unlock agility, resilience, and cost efficiency by transforming your legacy infrastructure into a modern, cloud-optimised environment. - Our cloud services take you from assessment to execution. Whether it's migrating workloads to hyperscale's like Microsoft Azure, adopting hybrid or multi-cloud architectures, or DevOps integration, we design and deliver a scalable, secure, and high-performance foundation that supports continuous business innovation and delivers measurable ROI.	- Bridge talent gaps quickly with provide skilled professionals who integrate seamlessly into diverse teams, delivering immediate value on critical projects. - From niche technical experts to largescale deployment teams, we handle sourcing, vetting, and onboarding—so you can focus on delivery. Our flexible staffing solutions adapt to your needs, whether it's short-term augmentation, long-term placements, or rapid scaling for new initiatives.
Field Force	Merger and Acquisition	Operational Resilience	Risk Assurance Platform	Sustainability
- Empower your distributed workforce with a connected, secure, and intelligent digital workplace designed for the realities of field operations. - Our framework delivers end-to-end IT support—from on-site assistance and IMAC (install, move, add, change) services to legacy device lifecycle management—resulting in a resilient, agile, and secure environment that keeps your field teams connected, your assets protected, and your operations running smoothly.	- Simplify the IT complexities of M&A with end-to-end integration services, including managing due diligence, system consolidation, and process harmonisation. - By identifying synergies and mitigating risks early, we help you achieve a smooth transition ensuring your technology landscape supports the deal's strategic objectives. Our approach accelerates value realisation and ensures business continuity while aligning people, processes, and platforms across the merged entity.	- Strengthen critical processes, improve disaster recovery readiness, and ensure continuity in the face of adverse events—adapt, respond, and recover. - We align resilience planning with regulatory requirements and industry best practices, enabling business continuity and helping you protect revenue, maintain trust, and recover faster. From risk assessments to disaster recovery strategy to incident response, we provide the guardrails your business needs to thrive under pressure.	- Transform the way your organisation identifies, owns, and mitigates risk with RAP—a highly configurable, cloud-based enterprise risk management solution built on ISO 31000 principles. - RAP combines data, analytics, and automation to help you identify, assess, and mitigate risks before they impact your business. From board-level oversight to frontline accountability, RAP embeds a culture of proactive risk governance across the business.	- Embed sustainability into every stage of your digital transformation with strategies that deliver measurable ESG impact alongside business performance. - We help organisations reduce their carbon footprint by architecting energy-efficient infrastructure, sustainable IT asset disposition, and optimising processes. Through our partnership with Green Project Management (GPM), we bring proven methodologies to turn sustainability from a compliance obligation into a driver of innovation, cost savings, and brand value.

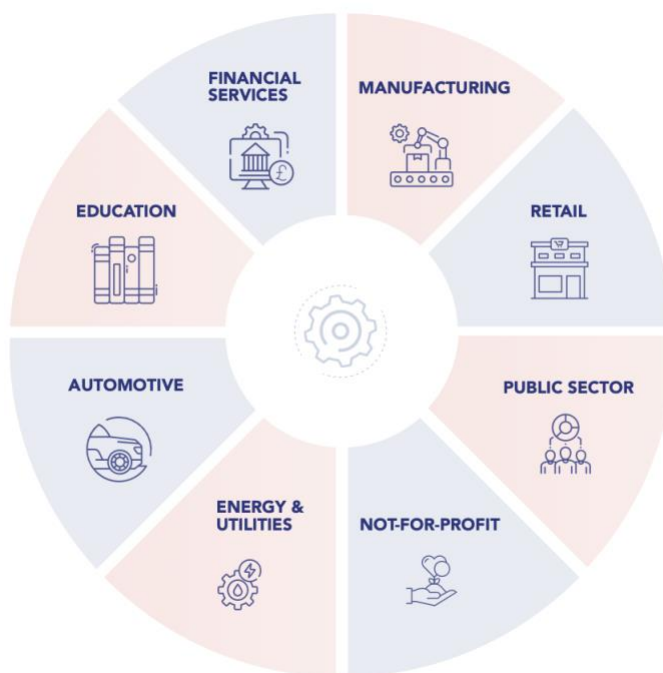
Accreditations & Certifications

Validated. Trusted. Proven.



Cross-Industry Impact

Tailored for Every Terrain



Powered by People

Human Insight. Technological Impact.

At Simplex Services, our people-first philosophy underpins every engagement. By putting human needs at the core, we ensure every stakeholder gains maximum value from future-ready solutions that deliver lasting returns on investment.

We listen—actively and attentively—to understand each client’s unique goals, challenges, and priorities. This deep understanding forms the foundation of partnerships built on trust, transparency, and collaboration. With a team of highly experienced and diverse professionals, our commitment is to ensure that every solution we provide continues to drive operational excellence and long-term success.

Additionally, within our organisation, every team member is empowered to thrive, not just deliver. We help our employees stay ahead of the curve by investing in their growth with hands-on training, learning programs, and industry-recognised certifications.

Simplex supports the Living Wage Campaign, led by Brighton Chamber and supported by Brighton & Hove City Council and UNISON Brighton, for promoting fair pay, improving employee wellbeing, and strengthening communities.

We are also proud of taking the Breathe Culture Pledge, joining a growing movement of businesses in the region committing towards investing in our company culture to super-charge employee engagement and propel the businesses forward.