

M365 Discovery and Migration

Service Summary

This service provides discovery, planning and migration support to move information from legacy systems into Microsoft 365.

Scope of the Service

Assessment, planning and execution of migrations to SharePoint Online and Teams.

What's Included

- Content discovery and mapping
- Information Asset Register completion
- ROT analysis
- Migration planning and tooling selection
- Migration execution and validation
- Post-migration checks

What's Not Included

- Data cleansing beyond agreed scope
- Third-party software licensing
- Ongoing managed migration services (unless separately agreed)

Deliverables

- Migration plan
- Information Asset Register
- Metadata mapping
- Validation report
- Optional training materials