



## "My Files/Our Files"

### Microsoft Office SharePoint and OneDrive for Business

Maximize your collaboration capabilities and remote access. One Place for all your files

SharePoint and OneDrive for Business are key benefits of Office 365. Using the best practices in the market, Spyglass MTG is helping customers to transition from traditional personal Network Drives or other On Premises locations (e.g. Department shared drives) to leveraging SharePoint Online and OneDrive for Business.

SharePoint and OneDrive for Business make it easy to work with your files and collaborate with coworkers from anywhere and with any device. You spend less time looking through workstation hard drives, network storage locations, and your personal devices to find urgently needed files. Instead, your business is able to leverage a single cloud-based storage solution to streamline your workflow and introduce more collaboration opportunities. Below are a few ways SharePoint and OneDrive for Business excel in the workplace.

#### Key Benefits

- Automatically save a backup copy of your files
- Access your files from anywhere
- Easily access from different devices
- Securely share files with whomever you want – whenever you want
- Access to your files Online or Offline
- Collaborative Office Document Editing
- Synchronization - Sync your files from your PC or Mac and access them from your favorite browser or mobile device(s).
- Security – Protection in multiple layers: physical data center security, network security, access security, application security, and data security

#### How Can Spyglass Help?

Our Professional Services engagement is designed to help customers understand the capabilities of Office 365 including SharePoint and OneDrive for Business so they can take full advantage of the Microsoft O365 productivity tool set. However, Spyglass also understands such changes are difficult and has a methodology to help the customer determine their readiness for such a transition, understand the process, and align with users to have a better transition experience. Spyglass can serve as your trusted advisor and guide you through the options and process of moving your business forward with Office 365.

#### Highlights of the “My Files and Our Files” Quick-Start: *Business Value*

- Help you to understand and experience the benefits and capabilities of OneDrive for Business, SharePoint, and Office 365 Groups to understand the alternatives.
- Establish a Workflow process to manage the migration of files from the various On Premises sources to the appropriate Office 365 tool, help make the process repeatable, as well as help end users understand the process.
- Conceptual Proof of Concept allows our customers to familiarize the Project Team and key users with the new capabilities and uncover potential issues early on.
- Assess your current desktop, networking, Office version, authentication, Network Drives infrastructure, and other possible dependencies to determine the appropriate migration path.

### *Business Value (cont.)*

- Evaluation of Legal, Security, Compliance and other policies for your organization.
- Determine a timeline for moving the files to Office 365 including stages of deployment/migration.
- Highlight next steps for on-going deployment beyond the pilot.
- Discovery Risk Management aligned to the project.
- Address resistance and other human factors relevant to the project.
- Provide Adoption and Change Management alignment.

### **Project Scope**

**Readiness Assessment** – Assess client devices (desktop, tablet, and mobile) as well as the services infrastructure to determine readiness for migration to OneDrive for Business.

**Project Alignment** – Project Planning

Deep analysis and planning for the migration of on-premises My Files and Our Files shared drive content to Office 365 including:

- Capture and documentation of requirements for My Files and Our Files replacement
- Recommendation of what Office 365 capabilities (e.g., Office 365 Groups, OneDrive for Business, SharePoint Online Team Sites) could best satisfy the stated requirements
- Articulation of likely challenges and risks related to deployment, migration, and ongoing support
- Definition of technical and business resources that are needed to migrate and operationally support the recommended products

### **Deliverables**

- Summary of Engagement
- OneDrive for Business POC (Proof of Concept) set up with new users provisioned
- Assessment Report of existing environment and readiness for migration to OneDrive for Business along with next steps for remediation of any other activities identified in the process.
- Requirements documentation
- Implementation / Migration Strategy and Plan

### **Requirements Gathering Tasks- Requirement Analysis**

- Review current functionality and replacement needs
- Analyze preliminary requirements
- Prepare and present Office 365 core concepts, demos, and best practices
- Validate and gather functional and non-functional requirements
- Create Requirements Document

**Conceptual Environment** – Provision an initial POC to introduce a few key users to the new experience as well as identify issues for remediation

Survey the key users who participated in the POC

**Recommendations** – Next steps after the POC phase, remediation actions to be taken before a full deployment, a suggested migration path for business roll out.

**Hands-On Experience** – Assist the key users participating in the POC to get started using OneDrive for Business.

**Governance** – Create governance policies for SharePoint Online and OneDrive for Business to ensure control, compliance, and put in place guidelines regarding how and where users should save work and collaborate on files.

**Adoption and Change Management** – Communication, Training, and Support to help in the transition to ensure a better user experience.

### **About Spyglass MTG**

Spyglass MTG uses proven integration methodologies and expert consultants to build and deploy Microsoft solutions leveraging SharePoint, Azure, Custom Application Development, and Office 365. With regional relationships, knowledge, and local resources at the ready, we're here to help your business succeed.



Gold Application Development  
Gold Cloud Platform  
Gold Cloud Productivity  
Gold Collaboration and Content