



# PROCESS

Lucet Corp has an extremely strong four-stage process for SharePoint Migration Services. This is a modified, agile process for SharePoint Migration.

	ASSESS	DELIVER	OPERATE	MANAGE
INFRASTRUCTURE	<ul style="list-style-type: none"> <li>Environment: Current solution configuration (Exchange, Notes, etc), servers, storage, network, users, licenses, geography</li> <li>Business requirements</li> <li>Security/Compliance requirements</li> <li>LOB solutions &amp; integration requirements</li> <li>Enumeration of feature requirements</li> </ul>	<ul style="list-style-type: none"> <li>Build documents</li> <li>Project plan</li> <li>Resource plan</li> <li>Implementation of solution</li> <li>Implementation of security model</li> <li>Workflow customizations</li> <li>Integration with relevant LOB applications</li> <li>Legacy content migration</li> <li>Validation of functionality</li> </ul>	<ul style="list-style-type: none"> <li>Archive / Discard procedures</li> <li>Migration environment setup</li> <li>Server consolidation training (knowledge transfer &amp; end user training)</li> <li>SOP documentation</li> </ul>	<ul style="list-style-type: none"> <li>Legacy system retirement</li> </ul>
SERVICES	<ul style="list-style-type: none"> <li>SharePoint design</li> <li>Security standards</li> <li>Migration Pilot</li> <li>Application mapping</li> <li>Design document</li> <li>Architecture document</li> </ul>	<ul style="list-style-type: none"> <li>SharePoint Configuration</li> <li>Workflow Development</li> <li>Template Development</li> <li>Extensions</li> <li>Project Plan</li> </ul>	<ul style="list-style-type: none"> <li>Migration Mapping</li> <li>Pre-Migration Procedures</li> <li>Content &amp; Data Migration</li> <li>Post – Migration Validation</li> </ul>	<ul style="list-style-type: none"> <li>Packaged Software Mapping</li> <li>Enterprise Initiatives Mapping</li> <li>Web Enable Applications</li> </ul>
IMPLEMENTATION	<ul style="list-style-type: none"> <li>Stakeholder Need Assessment</li> <li>Migration Plan</li> <li>Risk Plan</li> <li>Project Plan</li> <li>Training Plan</li> <li>Configuration Plan</li> </ul>	<ul style="list-style-type: none"> <li>Policies</li> <li>Self Service</li> <li>Application Portfolio Planning</li> </ul>	<ul style="list-style-type: none"> <li>Implement Migration Plan</li> <li>Implement Project Plan</li> </ul>	<ul style="list-style-type: none"> <li>Implement Phase out</li> <li>Implement Applications</li> </ul>
SUPPORT	<ul style="list-style-type: none"> <li>Backup &amp; Disaster Recovery</li> <li>Administrator Training</li> </ul>	<ul style="list-style-type: none"> <li>Policies and Procedures Help Desk</li> <li>End User Training</li> </ul>	<ul style="list-style-type: none"> <li>Post – Migration Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Application Maintenance</li> <li>Installation</li> <li>Outsourcing</li> </ul>