Office 365 Detailed Project Plan Example

The following tasks are related to a standard migration project which includes:

- ✓ Office 365 implementation
- ✓ Exchange online migration from an existing Exchange
- ✓ File share migration to SharePoint online

Top level plan based on 3 main stages:

1. Plan
2. Prepare
3. Migrate
4. Post – Migration

Detailed tasks:

Task Name
Cloud Migration Plan
Plan
Coordinate and execute kick off meeting & Schedule Plan
Plan infrastructure - (Mail Servers, File Share, Apps that use Exchange and Microsoft Office, Bandwidth, Printing, content viewers, security)
SharePoint online - (users private space, team sites, metadata)
User experience - (Office 365 web apps, Apps that use Exchange and Microsoft Office , printing, files share)
Mobile users - (Office 365 setup & capabilities)
Coordinate license acquisition
Desktop users & communication plan
Bandwidth analysis strategy
Define environment for migration tools
Exchange
Gather current exchange information
Compile current users information that will be migrated
Determine migration plan
Check current DNS records
File Storage
Analyze current file & security structure
Categorize files and define filters (old files, not used, not needed)
Define new Folder structure and security in Office 365
Define files new metadata(optional)
Define action plan for files with errors and warnings
Define user profiles
Define sites and site types
Define personal OneDrive for Business usage
Develop Backup policy
Applications
Check applications that use exchange and Microsoft Office

Setup scope of migration
Users Training
Setup users training schedule
Build risk and issue tracking system
Prepare
Create and setup account
Add domains to Office 365
Create and configure user accounts and roles / groups
Initial setup user accounts (optional)
Configure Office 365 (Acquire additional storage)
Network Configurations (Local network configuration, firewall, NAT, DNS, printers)
Setup SharePoint and team sites
Configure client computers and end-user experience
Install migration tools in local environment
Exchange
Configure AD
Request and test a domain/exchange user for migration (domain admin)
Check migration tool requirements
Install/update operating system features needed for migration
Configure user archive mailboxes (optional)
File Storage
Re organize folder structure
Remove passwords from Microsoft Excel files
Fix document broken links to other documents before migration
Tag links in file share before migration with link fixing tool
Look up and fix files and folders with warnings and errors
Create complete list of files to be migrated
Migration
Exchange
Migrate exchange mailboxes to Office 365
Monitor and validate migration tool results
Validate exchange online functionality
File Storage
Migrate selected files
Apply new Metadata(optional)
Create migration plan in 3rd party tool using Microsoft Excel files
Create migration schedules
Monitor and validate preliminary results
Rerun migration for failed files and folders
Archive non selected files
Validate entire migration results(before and after)
Reconnect file links in SharePoint after migration with link fixing tool
Recreate passwords in Microsoft Excel files
Apply security

Reconfigure Applications that use Exchange and Microsoft Office
QA & UAT
Ensure end-users email is working properly and emails, calendars and contacts have been migrated
Ensure end -users can access, edit and upload all kind of files to the cloud based on security access
Ensure that all documents with links are working properly
Ensure that all applications that use Exchange and Microsoft Office are working properly
Training
Office 365 Super users Training
Office 365 Training
New file organization Super users Training
New file organization Training
Provide client computers support on configuration
Go Live
Coordinate outage
Initiate planned outage and take down network services
Change DNS/MX records
Rerun migration for files and folders modified during QA and UAT
Synchronize exchange
Validate final results
Remove access from file share
Terminate planned outage and communicate results
Go live
Documentation
Assessment document
Infrastructure document
New files structure document
Security document
Write User Guides
Write User FAQ