



# Readiness Assessment

As the world has become more interconnected, so has the requirement to communicate and collaborate on a global scale within a unified environment, anywhere, at any time. Through the adoption of Microsoft Office 365, consumers can benefit from integrated telephony, conference, collaboration and presence, using full and lightweight browser-based versions of the Office suite. Organisations can provide scalable content and document management capabilities in the cloud, alongside enterprise messaging and archiving functionality - all backed up by flexible pay-as-you-go service plans.

Through our comprehensive readiness assessment, Ultima can help you begin your journey to Office 365. As a Microsoft Gold Cloud Productivity Partner, our consultants take a pragmatic approach to on-boarding; identifying the prerequisite steps and investments that are needed to begin delivering SaaS (Software as a Service) solutions that grow in line with your business. Using a range of discovery and assessment tools, and our intimate knowledge of the subscription plans, features and services contained within Office 365, we provide you with the insight needed to deploy this cloud-productivity suite across your enterprise.

### Scope

Irrespective of the size, shape and overall complexity of your organisation, Ultima can tailor this assessment to meet your needs. For companies who are thinking about embracing SaaS, but are not sure if their current infrastructure will support it, this compact engagement will provide the answers and set you on your way to adopting Office 365.

### Engagement Approach

We adopt a simple, but effective, four stage process, allowing us to interrogate your existing environment and deliver vendor best practice advice around issues which will potentially impact the adoption of Office 365. This on-site engagement is delivered by a consultant from our productivity team, providing forensic analysis of your existing IT estate and articulating potential blockers to key stakeholders, alongside a list of prioritised and costed recommendations.

### Step 1 - Analyse

A consultant from our productivity team will lead a planning call to agree the scope and objectives of the assessment. Once completed, we will issue a schedule of engagement, before conducting a workshop to cover the following activities:

- Determine your exposure to Office 365 and any investments that have been made
- Use the Health, Readiness and Connectivity check tool to identify the settings within your environment which may cause problems when connecting to Office 365
- **Clients** - Leveraging the Microsoft Assessment and Planning Toolkit (MAP), evaluate the compatibility of the Office suites deployed across your business and determine which clients are ready to embrace the full functionality of Office 365
- **Directory Services** - Ensure that Microsoft Active Directory (AD) meets minimum supported levels and there are no issues with the current implementation that would prevent integration with Azure AD and Single Sign-On (SSO)
- **Messaging** - For customers with a local implementation of Exchange, we use the Exchange Server Deployment Assistant to ensure that hybrid and cloud deployments of Exchange Online are available, and there are no barriers to deployment
- **Network** - Since using Office 365 will increase your organisation's internet traffic, depending on which services are deployed, we look to establish the capacity and health of your network, alongside the expected additional bandwidth required
- **Application Compatibility** - For customers looking to adopt services such as SharePoint Online, OneDrive, Yammer and Skype for Business, we identify any blockers to incorporating these cloud-based productivity services

### Step 2 - Review

Our consultant will meet with your team to review the findings from the analysis stage and use this information to create the plan for remediation:

- Agree the subscription required and confirm the deployment roadmap for its duration
- Determine the most appropriate Azure AD identity model - Cloud, Hybrid or Hybrid with SSO
- Identify areas where investment may be required to rectify issues before Office 365 can be deployed
- Establish the most appropriate countermeasure for each risk or issue related to the on-boarding of SaaS solutions

### Step 3 - Define

Being able to interpret the data captured in the previous stages is crucial in order to understand where you are in terms of Office 365 readiness, and what level of remediation needs to occur to resolve issues found. Our readiness assessment report will provide:

- Management summary highlighting readiness, alongside estimated remediation costs and a prioritised list of next steps
- Detailed and technical readiness assessment, covering each individual aspect of the review, alongside a RAG status:
  - Red - Component requires a degree of remediation before being brought in line with best practice**
  - Amber - There is a risk associated with this item and you should conduct further analysis to establish readiness**
  - Green - No issues have been found and you can expect a smooth transition or integration with on premise infrastructure**

### Step 4 - Present

Ultima will email the final assessment report for review, before presenting the management summary to your team via Skype. We will drill down into the headline findings including the risks, issues and recommendations we have made. This provides you with the ideal opportunity to ask questions, receive advice and plan for potential remediation activities.

## Office 365 Readiness Assessment

### Key Benefits

- Provides analytical assessment of your existing estate
- Uncover the issues currently affecting migration
- Establish the on-going subscription for Office 365
- Avoid common migration mistakes
- Accelerate your journey to a SaaS productivity platform
- Establish the costs to remediate issues found

### Prerequisites

- Support from key stakeholders across the business
- Administrative access to associated systems
- Schedule of engagement, outlining the scope

### Key Deliverables

- Office 365 readiness assessment report
- Step-by-step remediation plan
- Consultant-led walkthrough, outlining the issues found, alongside the prioritisation of next steps

### Typical Duration

4 Days

## Microsoft Partner

- Gold Datacenter
- Gold Cloud Platform
- Gold Cloud Productivity
- Gold Identity and Access
- Gold Devices and Deployment
- Gold OEM
- Gold Messaging
- Gold Volume Licensing
- Gold Communications
- Gold Enterprise Mobility
- Silver Software Asset Management

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