

## Commercial Tenant to GCC Tenant Migration

Proper planning is key to every successful Microsoft 365 migration. In this proposed engagement, Dell/Team Venti will assist the City of Independence IA with the planning and migration of their current Microsoft commercial tenant to a GCC Tenant on Microsoft 365.

Our packaged migration services deliver a turnkey project with guaranteed outcomes for the successful migration of all employee data without business interruption and without loss of data.

### Scope of Migration:

- **Exchange Online:** Migration of up to 64 user mailboxes (under 50 GB each), 3 shared mailboxes, 11 distribution groups, 3 resources/rooms, and 4 contacts to the new GCC Tenant. *No public folders are included in the scope.*
- **Microsoft Teams:** Migration of 69 users and 3 Teams, without public or private channels.
- **SharePoint Online:** Limited use of SharePoint will be addressed by migrating existing Teams Sites linked to group data, ensuring data continuity.

Throughout the GCC transition, Microsoft's best practices will be implemented to strengthen security and operational efficiency, even if governance or compliance policies are not yet defined.

Timeframe: Approximately 3 to 4 weeks to complete.

## Project Activities

Phase	Tasks
<b>Project Kick-off</b>	<ul style="list-style-type: none"> <li>• Kick-off call</li> <li>• Create project plan</li> </ul>
<b>Exchange Migration</b>	<ul style="list-style-type: none"> <li>• Configure data migration tool permissions on source and target tenants</li> <li>• Create Microsoft 365 accounts in target tenant</li> <li>• Creation of Distribution Groups on target tenant</li> <li>• Content transfer and monitoring</li> <li>• Cut Over/Go Live Support <ul style="list-style-type: none"> <li>○ DNS records for updating in the registrar</li> <li>○ Remove domain from source users</li> <li>○ Remove domain from source tenant</li> <li>○ Add domain to target tenant</li> <li>○ Assign users correct email addresses and usernames</li> </ul> </li> <li>• Migration of any remaining items from Source</li> </ul>

<b>Teams Migration</b>	<ul style="list-style-type: none"> <li>Teams' assessment in source organization</li> <li>Initiate migration: <ul style="list-style-type: none"> <li>Teams, Public, Organizational</li> <li>Archived teams - moved as public teams and must be re-archived at destination</li> <li>Channels - All channels are migrated</li> <li>Conversations, Root messages, Replies</li> <li>Structure, Format, Fonts, Bullets, Lists, Colors, Quotes, Emojis, GIFs</li> <li>Online images and stickers</li> <li>Code snippets, Hyperlinks</li> <li>Deleted message notifications</li> <li>Mentions (as plain text to prevent duplicate notification after migration)</li> <li>Timestamps (in UTC)</li> <li>Files in Channels: All files in Channels are migrated</li> <li>Files in Private Chats will be migrated as part of the OneDrive for Business migration</li> <li>All memberships to be migrated</li> </ul> </li> </ul>
<b>Teams Private Chat</b>	<ul style="list-style-type: none"> <li>Configure source and target permissions for Teams Chat migration</li> <li>Perform eDiscovery to run a search on all user chats, exporting them as HTML files and sharing with the customer</li> <li>Migrate User chats</li> <li>Cleanup Chats</li> </ul> <p>Note: Chat history will no longer be limited to 30 days as this new approach bypasses that limitation</p>
<b>DMARC/DKIM/SPF Configuration</b>	<ul style="list-style-type: none"> <li>Configure DMARC</li> <li>Configure DKIM</li> <li>Configure SPF</li> <li>Email flow service validation</li> </ul>
<b>Project Closeout</b>	<ul style="list-style-type: none"> <li>Wrap up call</li> <li>7 days of post migration support (warranty on our services)</li> </ul>

## Estimated Project Effort

Based on similar efforts, we have estimated a fixed price of \$10,509.00 for this project, which includes the necessary licenses.

**Note:** This is a budgetary quote. Dell will confirm and share the final quote, and a detailed outline of pricing and activities will be provided in the official Statement of Work.