



0 365 Maturity evaluation

Is your office solution ready for the cloud?

Many companies are currently facing this problem: Their Microsoft Office solution is outdated and not ready for the cloud.

The consequences are lengthy work processes, limited storage options and high costs. All these issues can be solved with the help of cloud solutions, and many new practical features can be implemented at the same time.

The advantages of a cloud-based office solution are mainly in the area of collaboration, security, data storage and lower costs.

First and foremost, the implementation of such solutions requires a professional analysis of the current situation in order to find out in which areas of the company action is required.

On-Premise vs. Cloud

The advantages of a cloud solution, as opposed to an on-premise installation, can be broken down into four dimensions. Here is an overview:

	On-Premise	Cloud
Collaboration	Collaboration in one document cannot be done at the same time. Changes must be merged manually.	Simultaneous real-time working on the same document is possible. Changes are applied and highlighted directly.
Security	Security updates must be installed continuously. Update depends on manufacturer support duration.	Cloud solutions are automatically updated in real time. No action is required from the user.
Functionality	Functionality is always limited to the installed version. Extensions must be rolled out manually.	Functionality is continuously extended and does not require manual rollouts.
Cost	Requires local server (power, cooling, location) and ongoing license costs.	According to the number of users, it is scalable and therefore plannable. No hardware costs necessary.

Current challenges

Before making a successful move to the cloud, it is necessary to figure out what is needed to make it happen. The challenges of analyzing an Office environment are:





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- **Unknown expenses and investments**
The necessary investments are difficult to estimate in the planning phase because unpredictable problems can occur.
- **Unknown processes**
Numerous processes have to be changed by the implementation, causing unknown efforts.
- **Unknown interface adaptation**
The adaptation of existing, established interfaces to existing systems is difficult to evaluate.
- **Unknown security requirements**
The use of cloud-based services needs new security requirements to address increasing threats.

Five steps to maturity evaluation

To find out how your Office environment can best be migrated to the cloud, the expert team from CONVOTIS conducts a five-day workshop to evaluate the maturity level. As part of this analysis, a **"big picture"** is developed to determine the appropriate steps for implementation. This helps to avoid risks and planning errors. What does cloud governance mean for your company

1. **Active Directory:** Checking replication & authentication issues
2. **Exchange:** Current status of the e-mail landscape + possible problems
3. **SharePoint:** Analysis of SharePoint environment incl. Business workflows
4. **Backup:** Examination of backup options + "disaster recovery scenario"
5. **Services:** Analysis of existing Office 365 services incl. Settings

From analysis to kickoff

Once the analysis of your existing Office environment is complete, you will receive a detailed final report. This report provides results on the necessary measures for the cloud migration, identifies blind spots, and estimates the necessary financial investments. Furthermore, the final report includes the roadmap for a structured and effective implementation of Office 365, which was developed during the workshop. The CONVOTIS expert team consists of experts from different areas to ensure a comprehensive analysis. In case of a cooperation with CONVOTIS, the costs of the maturity evaluation will be reimbursed.

Do you have questions about Office 365 or are you interested in an Office 365 maturity evaluation? We are happy to help you and look forward to hearing from you!