

# Case Study

TX HThe Savannah-  
Chatham County Public  
School System SCCPS



## The Business Problem

To convert & develop the customer SharePoint on-premises sites/subsites and data to SharePoint Online (SPO) modern pages.

## Migration Plan

Cogent has been developing governance strategies for the past 20+ years, and our plan covers almost all the scenarios you might experience throughout the platform lifecycle. We offer 360-degree SharePoint Consulting for SharePoint On-Premises, SharePoint development, customization, migration, and intranet portal development on Office 365. Our expertise ensures seamless integration, robust security, and optimized performance tailored to your organization's unique needs.

### About Cogent Infotech

Founded in 2003, Cogent Infotech is a trusted, award-winning firm with **21+ years** of experience, **150+** government contracts, **10,000+** projects, and a 96% employee retention rate. Recognized as an SBA Small Business and MBE-certified, we deliver excellence through diverse talent, AI-driven recruitment, and cooperative contracts like NASPO Value Point and TIPS-USA.

| SharePoint Online Migration Plan                     |
|--|
| Main sites redesign                                  |
| Setup SharePoint next level production               |
| Hybrid configuration testing using SharePoint - Prod |
| Apply branding for On-Prem and SPO                   |
| site collection migration to SPO                     |
| Migrate Sites and sub sites to SPO                   |
| Testing pre production                               |
| Final migration to SPO Production                    |
| Test and fix issues (IT testing)                     |
| Business User testing                                |

*Describe your firm's methodology and approach to guarantee a successful and smooth implementation of services.*



Contact Us  
+ 972-200-0109



[www.cogentinfo.com](http://www.cogentinfo.com)



Pittsburgh, PA, USA  
1035 Boyce Rd,  
Pittsburgh, PA 15241

## Planning on SP items

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- Site Collections and Sites
- Lists and libraries (including those lists/libraries which crossed threshold limit)
- Pages
- Custom solutions
- Branding
- Additional UI customizations (JavaScript's, custom menus and more)
- Workflows
- Content types and Site columns
- Permissions, and Users & groups
- User alerts
- Records
- Retention policies
- All files having a dependency to another file using a URL
- Blocked file types

## Actual Migration Process

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- Workflows
- Complete or stop running workflows about to be migrated
- Scenarios for Migration
- Migrating from SharePoint on-premises to Office 365
- Use a third-party tool to granularly migrate SharePoint On-premise to Office 365, considered as most recommended

### 1.1.1 Post-Migration Steps

- Test your SharePoint Online environment
- Ensure that the migration of content is successful
- Run/test workflows after the migration are done
- Check user permissions
- Create a backup of the SharePoint Online environment
- Remove access to SharePoint server on-premises

## Audit On existing Environment

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- Delete empty SharePoint groups
- Reorganize users with explicit permissions back into groups
- Remove unwanted or unused custom content types, site columns, and workflows
- Decide for sites that haven't been accessed or modified and if user still need them in Office 365
- Ensure you migrate the most recent version of the document by asking users to check-in documents currently checked-out, including those that have never been checked-in
- Locate large site collections
- Break them up into multiple site collections
- Locate large sites
- Promote them into site collections
- Delete duplicate entries/content
- Clean up items containing too many custom permissions
- Delete unwanted versions from your version history
- Redefine list and libraries with too many columns
- Reorganize large lists/libraries

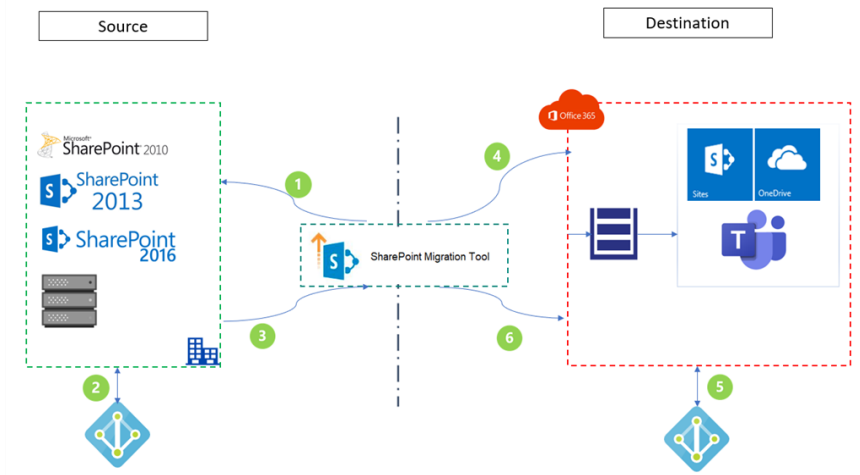
## Structure SharePoint Online to Face Migration

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- Map SharePoint Online architecture with your SharePoint on-premises as far as possible
- Run a test migration
- Highlight any unsupported elements
- Plan for metadata mapping on your content
- Observe your customizations
- Convert customizations to work on the destination, if required



# Solution Design



## Best Practices

- ✓ Pre-migration Analysis helps Structure the Entire Migration project
- ✓ Planning the right content as per sites and subsites
- ✓ Planning the Migration Timeline Ensures On-time Project Completion
- ✓ Preparing the Microsoft 365 Environment Is a Must.
- ✓ Businesses must pre-provision OneDrive for Business for their users to activate their OneDrive accounts in Microsoft 365.
- ✓ Dedicated Instances Are Required for Performing Multiple Migrations Concurrently
- ✓ Preparing Users for Microsoft 365 Onboarding Smoothens the Transition
- ✓ Post-migration Validation Helps Identify and Resolve Loopholes

## TECHNOLOGIES

- SharePoint Migration Tools
- Sharegate (Third Party)
- Metalogix Migration Manager
- Custom Scripts and PowerShell