

Case Study

TX HThe Savannah-Chatham County Public School System SCCPSS



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.

Planning on SP items

- 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

- 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

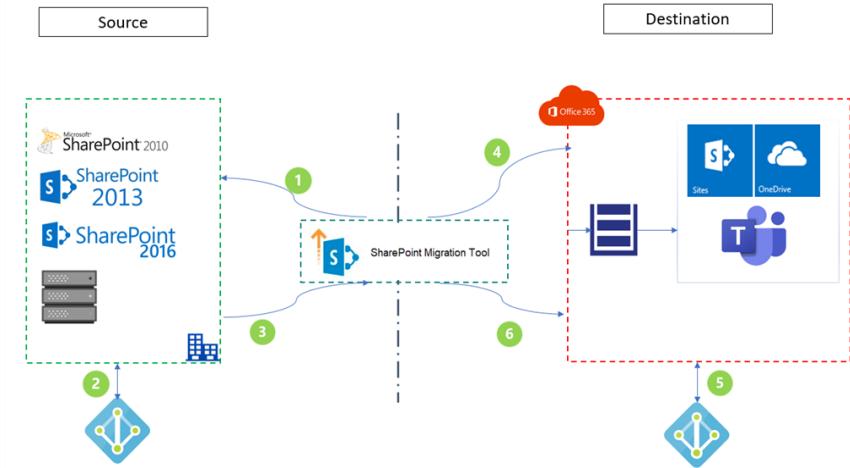
Audit On existing Environment

- 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

- 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