

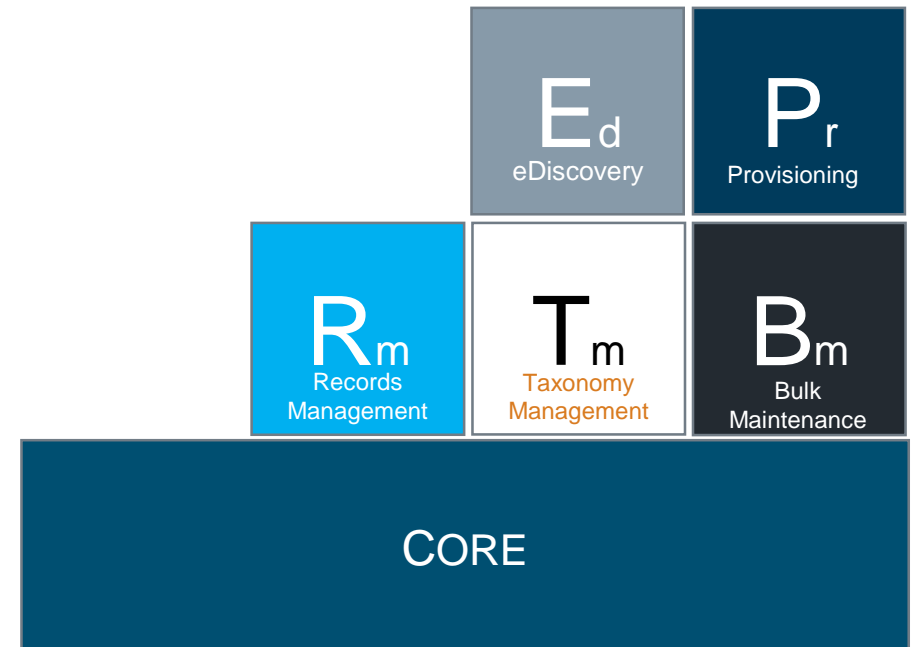


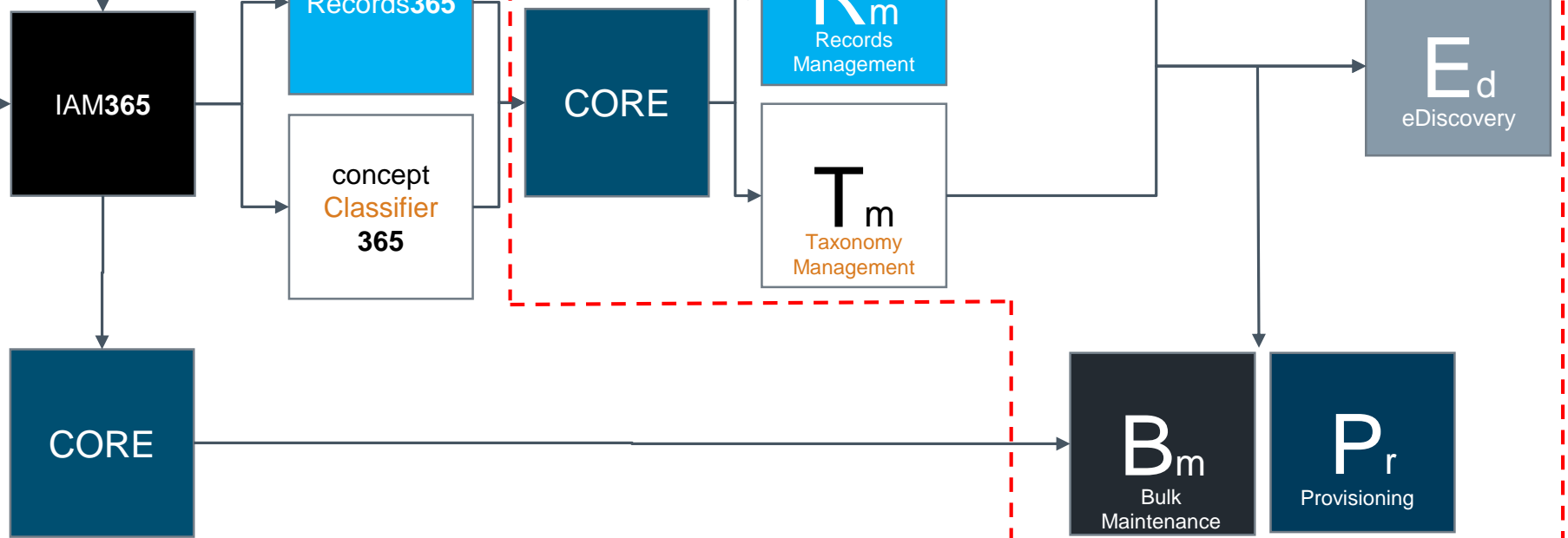
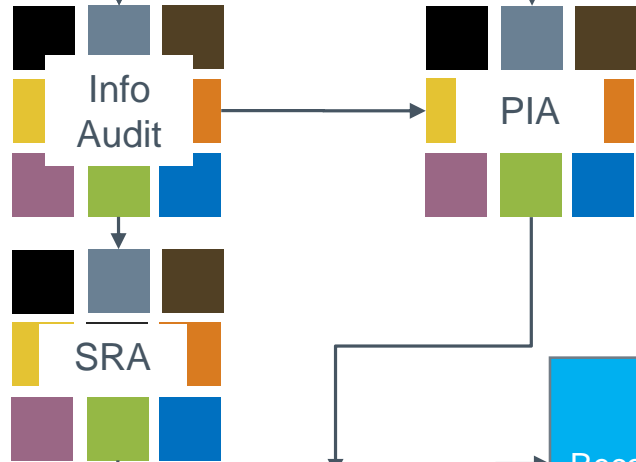
Sustain

Includes: Development of an Office 365 adoption roadmap aligned to your corporate objectives and strategies for the Cloud. Clear and relevant communications and change material specific to your Roadmap. Periodic targeted reports / dashboards to support continued adoption, and ongoing compliance. Access to subject matter expert advice and support resources. Optional additional services depending on the complexity and maturity of your Office 365 environment.

ELEMENTS

“ELEMENTS is a fully managed service provided by subject matter experts in your local jurisdiction. It is the foundation for a series of additional services which provide the gold standard for even the most complex of sustainment and governance requirements.”





ELEMENTS

Suggested dependencies and relationships



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CORE

E L E M E N T S

*Cost effective management and sustainment framework for the **core** elements of Office 365 to protect and optimize your investment in the Cloud*

- ✓ Feature and Release Management
- ✓ Proactive monitoring of SharePoint (including search), Exchange and OneDrive for performance, availability, and usage
- ✓ Auditing of SharePoint, Exchange and OneDrive against policies and governance
- ✓ Maintenance of security model, licencing and permissions across the platform
- ✓ Quarterly / Annual Health-Check to drive continued value from your investment in the platform.

- Enable your organisation to sustain and govern Office 365* with **limited or no internal resources**.
- Further **reduce costs** by ensuring only the required services and user accounts are enabled and licenced.
- **Minimize disruption** caused by uncontrolled releases and changes to features and functionality (Aligned to your internal change mechanisms)
- Increased employee **“Trust and Adoption”** of the platform
- Proactively identify areas of concern or poor usage and remediate as needed
- Improved service delivery
- Modular approach enables Office 365 to grow with your organisation. Add additional capabilities without worrying about how they will be supported, governed or optimized



Adds comprehensive Records Management capability provided by subject matter experts in your local jurisdiction. For organisations using Records365 from RecordPoint.

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- ✓ Complete monitoring and management of your Records365 implementation
- ✓ Lifecycle Management of sites and structures as well as content
- ✓ Policy Engine Maintenance
(additions and modifications to patterns or outcomes to support on-going use and or changes to structure e.g. re-organisations, mergers etc.)
- ✓ Re-classification as required (Unclassified or misclassified records)
- ✓ Re-sentencing of records as needed to support updated or superseded GDA
(General Disposal Authority)
- ✓ Processing of disposal batches in accordance with applied retention schedules
(Including management of reviews and approvals as needed)
- ✓ Maintenance of destruction holds to support discovery actions
(including exports and transfers as required)
- ✓ Management of security and permissions to Records Management features and content



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Adds comprehensive Records Management capability provided by subject matter experts in your local jurisdiction. For organisations using Records365 from RecordPoint.

E L E M E N T S

- **Enable** your organisation to achieve and **sustain** records management and regulatory **compliance**
- **Reduced costs** associated with specialist internal records and governance resources
- Protect your investment in Office 365 and RecordPoint by ensuring continued **appropriate use**
- Support the embedding of records management culture and practices in your organisation with minimal impact on users or day to day operations
- Improved ability to cope with organisation restructures or high volumes of transactional content (e.g. multiple short term projects, campaigns, cases or initiatives)

Includes: Support and enablement of any local records management resources, Access to subject matter expert resources, Proactive targeted reports for internal governance or risk managers identifying any areas of concern or changes in risk exposure. Periodic standard activity / management information reports



Adds comprehensive Taxonomy and Metadata management capability. For organisations using ConceptClassifier from ConceptSearching

E L E M E N T S

- ✓ Complete monitoring and management of your ConceptClassifier implementation
- ✓ TermStore Maintenance (additions and modifications to term-sets and classification rules to support on-going use and or changes to in structure e.g. re-organisations, mergers etc.)
- ✓ Creation and maintenance of additional specific Taxonomies to support Legal Discovery, Freedom of Information and or Subject Access Requests, etc.
- ✓ Creation and maintenance of additional taxonomies to support bulk imports, exports and restructures
- ✓ Creation and maintenance of Data Loss Prevention (DLP) Policies and rules
- ✓ Configuration and Maintenance of Azure Digital Rights Management (DRM) Policies and rules



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Adds comprehensive Taxonomy and Metadata management capability. For organisations using ConceptClasifier from ConceptSearching

E L E M E N T S

- **Enhance** your organisations ability to achieve and **sustain** records management and regulatory **compliance**
- **Reduced cost** and **time** associated with servicing discovery requests
- **Reduced costs** associated with retrieval and re-use of information
- Simplify the creation of precedent and **knowledge** libraries
- Increase **transparency** and improve employee and customer trust by automatically identifying and appropriately protecting your valuable information assets
- Improved ability to cope with organisation restructures or high volumes of transactional content (e.g. multiple short term projects, campaigns, cases or initiatives)
- Increase **accuracy** of bulk imports and migrations of documents

Includes: Support and enablement of any local records management resources, Access to subject matter expert resources. Periodic activity / management information reports



Adds fully managed and audited, on-demand Bulk Maintenance services. For organisations using Office 365

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- ✓ Bulk-uploads of documents from network drives, legacy SharePoint (2003-2013) or OneDrive for Business to SharePoint online
- ✓ Bulk updates to metadata for content in SharePoint Online
- ✓ Bulk changes to security and permissions
- ✓ Re-structuring of content (Libraries, sites, site collections)
- ✓ Environment Management (e.g. copy content from Test, to Pre-Production and Production)

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- **Control costs** and effort associated with large complex migration projects by providing on-demand imports of legacy content
- **Improve usability** by applying or changing metadata to imported or existing content in bulk
- Reduce cost associated with the maintenance and management of security and permissions
- Reduce costs and risks associated with departmental re-structures, or mergers
- Service Level Agreements for time critical activities



Adds fully managed eDiscovery capability provided by subject matter experts in your local jurisdiction. For organisations using ConceptClassifier or Records365

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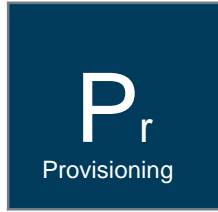
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Fully managed and audited servicing of requests for information both internal and external including:

- ✓ Freedom of information
- ✓ Subject Access Requests
- ✓ Ministerial
- ✓ Legal Discovery
- ✓ Audit
- ✓ Application of destruction holds where necessary
- ✓ Controlled and fully audited preparation and export of discovered content where necessary

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- Enable your organisation to respond to requests for information **without the costs** associated with **multiple specialist internal resources**
- Reduced reputational risk
- Consistent, accurate, and timely responses to requests for information
- Improved decision making and operational effectiveness
- Service Level Agreements for time critical responses



Adds fully managed engagement, analysis, provisioning and support of SharePoint capabilities. For organisations using Office 365

ELEMENTS

WHAT

Fully managed and audited, on-demand servicing of requests for new SharePoint capabilities including:

- ✓ New Sites/collections
- ✓ New Libraries and Lists
- ✓ New Security Groups
- ✓ New Basic workflows
- ✓ Maintenance of Access and Permissions

WHY

- **Control costs and risks** associated with either self—service provisioning or uncontrolled creation of structures
- Enable your organisation to respond to requests for capability without the **costs** associated with **multiple specialist internal resources**
- Reduce the **risk and cost** associated with “**Shadow IT**” by providing appropriate “Just in Time” solutions to business challenges
- Reduce cost associated with the maintenance and management of security and permissions
- Service Level Agreements for time critical activities

CONTACT US

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CADMUS CONSULTING

— WE GET IT —