FORDWAY

Cloud Migration Review and Planning

Why you need this?

Your organisation has made the decision to migrate some of all of their IT systems to cloud. Any migration is a change and these changes are typically only performed infrequently by any organisation. A change is a risk to the business. Most organisations have IT personnel who can maintain and manage their core systems and keep business as usual (BAU) running, but only the largest and most complex have teams of people dedicated to defining, implementing and managing change.

Fordway are experts in change. For over 30 years we have been migrating critical systems, from old technology to new, for a wide variety of enterprises and public sector organisations. In the last 15 years we've delivered 150 to 250 migrations per year. Whilst the technology has changed massively, in our estimate there have been 8 or 9 technology cycles, the processes and skills required to manage these migrations has evolved, from PRINCE2 to a PRINCE/Agile hybrid, without fundamentally changing.

We've made it our job to remain at the forefront of technology, which we have successfully achieved. Whether it is on premise to cloud, IaaS to SaaS or migration between cloud providers, Fordway has the technical expertise and project delivery skills to ensure the desired outcome for your organisation.

Migration success comes from a collaborative approach with an independent solutions provider with excellent skills and expertise to minimise the risks of the migration, working alongside your IT staff. Utilising their inherent knowledge of the systems and applications, adding real-world experience and flexibility to deliver a seamless change from old to new.

Fordway's Cloud Migration Review and Planning service, utilises our involvement in performing countless previous migrations, aligned with our experienced technical and project staff, to deliver the change with minimal risk to the business.

Key Benefits

It is not just about the technology and where it runs. The migration must provide minimal disruption to the users and maintain up-time to an acceptable level for the business. See the full list of benefits below:

- **Minimise Risk** – Fordway will minimise the risk of issues during and post the migration, with our flexible can-do approach

- **Reduce Issues** – Having migrated multiple clients from/to multiple scenarios, Fordway already have a wealth of experience both project and technically to ensure a significant reduction in issues raised later in the project (where they will cause the most disruption)

- **Experienced Personnel** – From business, project management and technical viewpoint, Fordway have multi-years of experience of real-world situations

- **Varied Toolset** – Fordway have a lot of different tools that can be utilised to migrate applications and data

- **Understand Legacy** – Fordway know companies have legacy systems with potential integrations that can not just be ignored

- **Cloud Skills** – as a managed cloud provider and deliverer of privately hosted solutions, for many years, Fordway have a detailed understanding of delivering and supporting solutions across any portfolio.

Key Features of Fordway's Approach

The duration and complexity involved in each of the high-level steps listed below is dependant on the project. Full project documentation will be supplied as part of the engagement (RAID, Exception, Highlight logs/reports).

Fordway's approach is ultimately flexible but the generic steps taken for every engagement are:

1. Review existing documentation
2. Appoint a dedicated project manager
3. (Prince2 & Agile qualified)
4. Create a project board for governance
5. Agree a project team with roles and
6. responsibilities (RACI)
7. Review existing and new environments
8. Confirm security and compliance implications
9. Understand migration inter-relationships
10. Create IT and User training requirements for new systems
11. Review and agree migration options e.g. potential migration options for Databases are:
- Copying files/disks
- Cold export
- Hot export
- Continuous replication

12. Review base pre-migration requirements e.g.:
    - Directory and authentication services
    - Backup & DR solutions
    - Structures/Forms
13. Pilot environment
    - Define/Agree
    - Build and configure
    - Test
    - Review and make amendments
    - Sign off
14. Re-train IT Support and Users
15. Live environment
    - Define/Agree
    - Build and configure
    - Test
    - Review and make amendments
    - Sign off
16. Cut-over to live usage/Run in parallel/handover
17. Lessons learned
18. Sign off

Service Terms

Service Initiation (on-boarding)

The service is a consulting engagement. The following procedure will be used to provide the service:

- Provide a combination of Project Manager, Account Manager, Relationship Manager, Lead Consultant and appropriate consultancy team, depending on the scope of the engagement. Fordway will generally seek to provide a peering alignment with the customer

- Agree and formalise Non-Disclosure Agreements Review the customer requirements and determine the contractual requirements

- Agree the scope of the engagement with the customer and provide a Project Initiation Document which will define the engagement.

- Schedule work

- Commence engagement

- Provide deliverables

- Complete engagement

- All engagements are run to Fordway's PRINCE2 Agile processes

Termination Terms

The service is a consulting engagement. Termination terms will be defined in line with G-Cloud contract terms and conditions.

Service Levels

As this service is a consultancy engagement there are no specific SLAs to be applied.

Service Constraints

There are no specific constraints to this service.

Financial Recompense

As this service is a consultancy engagement there are no specific recompense structures provided.

Service Connectivity

Required connectivity to access the Customer's Azure environment will be defined as part of the Project Initiation Document.

Trial of Service

Not applicable to this service.

Data Security

Any information processed by Fordway will be transitory in nature and Fordway will comply with the customer's data security procedures during the engagement and off-boarding.

Training

Fordway will provide skills transfer as part of the engagement where applicable.

Customer Responsibilities

Fordway will comply with data access restrictions and other information security policies as mandated by the customer and required within Fordway's own organisational security controls; these are defined as part of the project scoping. The customer is required to provide the necessary resources and information to allow Fordway to achieve the service deliverables agreed.

Change Management

As the engagement will be project managed, any changes in requirement will go through the process identified in the Project Initiation Document.

Technical Requirements

There may be a need to install and configure tools, agents and updates to support the service which will be defined within the Project Initiation Document if appropriate. All changes will be applied through change control with relevant communication and scheduling.

About Fordway

Fordway offers over 30 years' experience advising and delivering strategic IT infrastructure and IT service delivery change to complex enterprises.

Fordway's consultancy helps inform your strategy and review the options relevant for your organisation. Our advice will be aligned to your business requirements. We can then assist with the ongoing migrations, operational management and optimisation of the resulting cloud service, based on best practice defined by the ITIL service management framework.

Ordering

Fordway's services can be ordered by contacting your Fordway account manager or other members of our team on **01483 528200**, emailing **sales@fordway.com** or using the contact form on **www.fordway.com**

Our Accreditations

ISO 9001
ISO 14001
ISO 27017
ISO 27018
ISO 20000
ISO 27001

HEALTH & SOCIAL CARE NETWORK COMPLIANT

CYBER ESSENTIALS PLUS

Microsoft Partner
Gold Cloud Productivity
Gold Cloud Platform
Gold Datacenter
Silver Security
Silver Small and Midmarket Cloud Solutions
Microsoft

PSN Public Services Network

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