



## Office 365 Modern Workplace Migration

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Office of the Information & Privacy  
Commissioner

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## STATEMENT OF CONFIDENTIALITY AND VALIDITY

This document has been prepared specifically for Office of the Information & Privacy Commissioner (Customer.) During the course of this engagement, it may be necessary for Powerland to remove project related documentation such as tracking spreadsheets or configuration files from Office of the Information & Privacy Commissioner premises. Any such material will be kept confidential. Additionally, any such material will either be returned to Office of the Information & Privacy Commissioner or destroyed accordingly.

*This proposal and all its associated pricing shall remain valid for 30 calendar days from October 20, 2021*

## DOCUMENT REVISION HISTORY

Any changes, additions, or deletions can be forwarded to Jesse Mayer ([jmayer@powerland.ca](mailto:jmayer@powerland.ca))

Revision	Date	Description of Revisions	Revised By
0.1	October 12, 2021	First Draft	Aron Rust
0.8	October 13, 2021	Final Review	Mike Fritzler
1.1	October 13, 2021	Final Version	Aron Rust
1.1	<b>NOVEMBER 1, 2021</b>	FINAL VERSION REV	Eric Bernath

## EXECUTIVE SUMMARY

Office of the Information & Privacy Commissioner would like to engage Powerland to work with them to plan and design a new Modern Workplace Solution for their environment.

The following requirements have been identified for this project:

- Information gathering and environment review
- Migrate Email to Office 365
- Migration Devices from AD to Azure AD
- Detailed planning and design for implementation of Office 365 Modern Workplace Migration

All deliverables will be thoroughly documented and formally presented prior to the end of the engagement. Project Management tasks are performed during all engagements in order to effectively manage expectations, monitor timelines, and ensure quality.

Please refer to the attached quotation for pricing details. Based on the level of effort required for the project, a fixed price quote will be provided that excludes applicable taxes, travel expenses, and any hardware or software licensing.

## PROJECT SCOPE AND DELIVERABLES

All document deliverables will be reviewed using the Powerland's Quality Assurance Process.

### In Scope

Engagement Kick off:

#### Planning and Pre-Engagement Preparation

- Powerland will conduct a pre-engagement planning call with the Office of the Information & Privacy Commissioner project sponsor to initiate the project.

Engagement Kickoff

The Powerland engagement team will lead the Office of the Information & Privacy Commissioner project sponsors and stakeholders in an engagement kickoff meeting to set expectations about the purpose of the engagement, the delivery approach and timelines, success criteria, the amount of time and effort required from the participants, and the expected milestones and deliverables. The objectives of the meeting are focused on:

- Introduction of the delivery team, roles, and responsibilities
- Project goals and purpose of engagement
- Explanation of the expected engagement deliverables and work products
- High-level project success criteria
- Confirm that prerequisites (if applicable) have been met prior to engagement start
- Develop project plan

Phase 1 – Planning and Design:

#### Discovery and Assessment:

An assessment of the current environment is performed to ensure a thorough understanding of the requirements.

- Systems health check
- Assess current networking environment to determine the best strategy for the implementation solution.
- Determine design objectives for proposed solution build.

Phase 2 – On Premise Discover and Prep:

- Creation of third-party accounts. IE Apple ID or Google Play accounts for MDM
- DNS health check
- Cloud and on-premises network security considerations

#### Phase 3 – Hybrid AD:

- Integrate and configure a new Office Microsoft / Azure tenant account
- Implement and configure Azure Active Directory Domain Services and Autopilot
- Testing of the configured environment and user access

#### Phase 4 – Multifactor Authentication:

- Implement and configure Microsoft

#### Phase 5 – Additional Microsoft 365 Services:

- Implement and configure Intune for workstation and mobile device management
- Implement and configure base OneDrive policies
- Implement and configure basic Teams structure with best practices.
- Configure DLP rules based on requirements
- Configure O365 Audit logging and Mailbox logging
- Prepare BitTitan Project

#### Phase 6 – Office 365 Backup:

- Integrate SaaS backup solution for Microsoft 365
- Integrate backup solution for Microsoft 365
- Plan, configure, and test Microsoft 365 backup jobs

#### Phase 7 – Migration to Office 365:

- Prepare end user documentation to assist with migration
- Onboard computers to Azure ADDS via Autopilot and migrate profile data
- Migrate file shares to SharePoint online using Teams structure
- Configure Mail flow with on premise mail server
- Prepare O365 BitTitan migration job
- BitTitan MSP Complete Agent License per mailbox
- Migrate accounts to Office 365 Exchange online in batches
- Connect Outlook to Office 365 Exchange online and assist with user requests related to migration
- Setup local SMTP relay for copiers and other local email sending
- Reconfigure scan to email devices for SMTP relay (setup first device and show customer IT how to configure the rest)
- Assist with reconfiguring mobile devices for new service

#### Phase 8 – Post Migration Tasks:

- Configure SPF, DKIM and DMARC

#### Phase 9 – Documentation and Knowledge Transfer:

- Prepare “As built” architecture diagrams
- Demonstration of services as implemented
- Ongoing knowledge transfer

#### Out of Scope

- Deployment of Office to Desktops
- Hardware or software licensing required for the proposed solution
- Remediation of any existing issues identified in the Office of the Information & Privacy Commissioner underlying infrastructure (network, SAN, Active Directory, etc.)
- Changes to the project plan and schedules due to changes in business requirements after sign off
- Technical support of escalated issues not related to the project during the course of the project

## ASSUMPTIONS AND RISKS

### Assumptions

- Up to 4 File shares / Teams will be needed / created / synced
- DLP will be configured using one of the standard DLP Policies in O365 i.e.. PCI DSS
- A full and tested backup of the servers affected by the project will be completed by Office of the Information & Privacy Commissioner before any Powerland work on those systems.
- Where possible, **Remote Connectivity** will be leveraged to provide access to the project environment, enabling the Powerland consultants to work remotely and more efficiently. An appropriate secure link will be provided to the consultant for the term of the engagement. Powerland will ensure that the consultant’s system(s) that connect remotely will be utilizing up to date antivirus and security technologies.
- Full administrator rights to the required network services will be provided to Powerland.
- While working on-site, Powerland consultants should have access to:
  - Workspace (desk, chair, etc.)
  - Network connections
  - Internet access if required
- The appropriate Office of the Information & Privacy Commissioner resources will be available to cover the topics noted in the Deliverables section of this document.
- Appropriate physical and network access will be provided to Powerland staff if necessary for the duration of the project.

- Powerland aims to minimize disruption to business processes and schedules. However, Office of the Information & Privacy Commissioner recognizes and acknowledges that some disruptions to users' work are necessary and unavoidable.
- Office of the Information & Privacy Commissioner will be responsible for scheduling and notifying end-users when the installation is to take place and to ensure end-user availability.
- Changes to scope will be addressed through a formal change request process.

### **Statement of Risks**

Risks that may affect service delivery and/or costs and completion dates will be identified here and reviewed by all parties.

- Unforeseen circumstances such as illness, force majeure
- Changes to scope of project

Material changes in risks and assumptions that affect the project will be identified to the project team as soon as possible, and the impact of the changes will be assessed in project review meetings and documented in project review meeting minutes.



## PROJECT DURATION & INVESTMENT

Please refer to the attached quotation for pricing details.

Based on the level of effort required for the project, a fixed price quote will be provided that excludes applicable taxes, travel expenses, and any hardware or software licensing. Powerland anticipates that travel will be required for up to zero days of onsite work and estimates the project could take up to 6 weeks to complete.

Resource	Hourly Rate	Unit
Senior Solutions Architect	\$ [REDACTED]	[REDACTED]
Project Coordination and Documentation	\$ [REDACTED]	[REDACTED]
Licenses for Migration Agent	\$ [REDACTED]	[REDACTED]
Notes: <ol style="list-style-type: none"> <li>1. Additional onsite services will be billed in 1-hour increments</li> <li>2. Regular business hours are 8:00 A.M. – 6:00 P.M. CDT time</li> <li>3. Unless scheduled 5 business days in advance, after hours, weekend and statutory holidays are bill out at the following multiples:                             <ol style="list-style-type: none"> <li>a. Unscheduled After Hours: 1.5 x Rate uplift</li> <li>b. Unscheduled Weekends: 1.5 x Rate uplift</li> <li>c. Statutory Holidays: 2.0 x Rate uplift</li> </ol> </li> </ol>		

Professional Services: \$ [REDACTED]

Migration Agent Licenses: \$ [REDACTED]

Upon execution and sign-off of the statement of work, Powerland will assign the resources to the project based on needs described in the statement of work.

As part of the project management function that Powerland will perform, any out-of-scope services or any changes in requirements for work effort, staffing or schedule will be discussed and confirmed with Office of the Information & Privacy Commissioner prior to the implementation of such changes and supported with a change order.

## ADMINISTRATIVE

### Billing

Billing for this engagement will be invoiced monthly on a project accrual basis unless otherwise noted above in section “Project Duration and Investment.”. Invoices will be sent to the “Bill To” address and contact shown in the attached quotation.

Customer Address	Customer Contact
Suite 503 – 1801 Hamilton Street Regina, SK S4P 4B4	Ronald J. Kruzeniski, Q.C

### Non-Solicitation of Powerland / Powerland Staff

From the effective date until twelve (12) months after the termination of this AGREEMENT, neither party shall, directly or indirectly, hire or solicit for hire, any employee of the other connected with performance under this AGREEMENT, without the prior written approval of the other. This Section shall not prevent either party from soliciting or hiring any employee of the other after such employee’s employment with the other party has been ended through no involvement by the non-employer party.

### Communication

Meetings with business and technical staff and interested parties will be scheduled on an as needed basis.

If required, communication with the user community and customer’s IT staff will be the responsibility of the Office of the Information & Privacy Commissioner and will be conducted at their discretion.

### Escalation

If difficulties are encountered during the delivery of this project that cannot be resolved directly by the parties involved, then an escalation path to management levels is available to all parties. Escalation can be triggered by either party if required.

### Change Management

Any improper assumptions or changes in scope, deliverables and/or responsibilities will be discussed by both parties and documented and or amended accordingly. It should be understood, however, that any changes could affect the delivery of the project as outlined. In addition, they may result in changes in cost/delivery times to Office of the Information & Privacy Commissioner. It is therefore important that the scope, assumptions, deliverables and responsibilities be clearly understood so as not to create false expectations.

Powerland follows a structured methodology with respect to managing unexpected scope changes. Such scope changes may be encountered in projects such as this one. If items requiring a scope change are identified, the following are the high-level steps that we will jointly follow to discuss these with Office of the Information & Privacy Commissioner management:

- Discuss and confirm need for additional work
- Identify additional tasks and deliverables associated with the scope change.
- Estimate the work effort associated with the additional tasks and deliverables.
- Based on the work effort estimate, determine the impact on schedule and budget.
- Use contingency budget, if possible.
- Draft a new statement of work if the estimates:
  - Require additional resources, or
  - Affect the project schedule or budget.

## LIMITATION OF LIABILITY

- 1.1 THIS SECTION LIMITS EACH PARTY'S LIABILITY TO THE OTHER PARTY. PLEASE READ IT CAREFULLY.
- 1.2 To the maximum extent permitted by law, under no circumstances shall the Customer or Powerland (such party, for the purposes of this **Section 1**, being referred to as the "**Harmed Party**") be entitled to recover any special, incidental, consequential or indirect damages from the other party (such party, for the purposes of this **Section 1**, being referred to as the "**Other Party**") or its Others, which the Harmed Party may suffer arising out of, caused by, or in connection with, the use, or inability to use, the Services, any inaccuracy, incompleteness or incorrectness contained in the materials displayed, accessed or used as part of the Services, or the Harmed Party's reliance or acting upon the materials used as part of the Services, including any loss or damages in the nature of or relating to lost business, lost savings, lost data and/or profits, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation or transmission or any failure of performance, regardless of the cause and whether arising in contract, tort, in equity, at law or otherwise, and whether or not the Other Party or its Others have or had been advised of the possibility of such losses or damages. Unless otherwise agreed to by Powerland and the Customer in writing, under no circumstances shall the liability of the Other Party and its Others to the Harmed Party, for damages or losses suffered by the Harmed Party arising out of, related to or caused by, the Services, or the use thereof, exceed a maximum equal to the amount of Fees paid in the three months' period preceding such losses or damages. The parties acknowledge and agree that the payments of the Fees reflect the allocation of risk set forth in this Contract and that Powerland would not enter into this Contract without these limitations on liability.
- 1.3 The Harmed Party agrees to release, remise and acquit the Other Party and its Others from any claims, actions, demands, costs and expenses of any kind whatsoever, whether in contract, negligence or tort, at law or in equity, or by statute or otherwise, howsoever caused, with respect to the Customer's use of, or Powerland's operation of, the Services, except as may be set out in the preceding paragraph.
- 1.4 The Harmed Party waives the right to bring any claim against the Other Party or its Others arising out of or in any way relating to the Contract more than one (1) year after the date on which the claim arose. The Harmed Party recognizes and agrees that the warranty disclaimers, limitations of liability and remedy limitations in this Contract are materially bargained for by Powerland and the Customer.

**ACCEPTANCE AND SIGN-OFF**

Office of the Information & Privacy Commissioner

I Ron Kruzeniski on behalf of Office of the Information & Privacy Commissioner agree to the items included in this document.



*Signature*

November 2, 2021

*Date*

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Purchase Order Number

Powerland Computers Ltd. Representative Approval



Signature

November 3, 2021

Date

Name: Morgan Fraser