

**Kingston
University**
London



Kingston University Information Migration to M365

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Head of Enterprise Collaboration

Who we are

- Based in Kingston Upon Thames, Surrey,
 - Approx. 18,000 student body,
 - Approx. 2,000 staff body,
 - 4 campus sites across the borough,
 - 4 Faculties and 20+ professional support teams,
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- Recently awarded overall TEF Gold in 2023,
 - Gold for student experience,
 - Gold for student outcomes,





In the beginning.....

- Multiple places to store information,
- Issues accessing information - different devices & locations,
- Inconsistent practices & behaviors led to poor experiences,

What we wanted

- Standardise collaboration practices.
- Reduce and optimize storage costs.
- Reduce risk exposure – data sharing & systems



Enhance the collaboration experiences of staff and students by consolidating and simplifying our information storage.



We needed help!

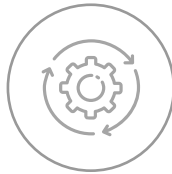
- We scanned our storage platforms and discovered many TBs of unstructured data.
- We identified a skills gap in user knowledge of OneDrive and SharePoint.
- Tendered for a support partner to provide not only an advanced migration tool, but also to provide end user training and support.
- We selected AvePoint for their specialist knowledge and experience.

AvePoint Partnership

Our Microsoft 365 Information Governance & Migration Vendor

Automated

Automated governance mitigates the potential for human error while increasing efficiency



Scalable

Location, platform, operations, and process scalability to meet the needs of your organization



Secure

A secure platform with features to make the modern Microsoft workplace more secure



Comprehensive platform

Helping companies migrate, manage, and protect Microsoft 365, not just a point solution



Customer-centric services

Global support, customer success, product management, professional services



MS Expertise & Partnership

Dedication to Microsoft Alliance enables customers to adopt the latest technology



Migration Design

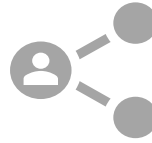


Personal Content

Identify user files

OneDrive Training

Schedule migrations by groups



Shared Content

Identify department files

SharePoint Training

Schedule migrations by dept



Teaching Content

Identify academic module folders

Construct SharePoint structures

SharePoint / Canvas Training

Schedule migrations post teaching

3 Critical steps to success:

1. Provide training sessions in advance
2. Schedule migrations with clear, repetitive communications
3. Hypercare support post migrations followed by BAU support

How did we do it?

04 Shared Info II

Academic Box folders scanned,
Information copied to new SP sites by Faculty,

Shared Info I

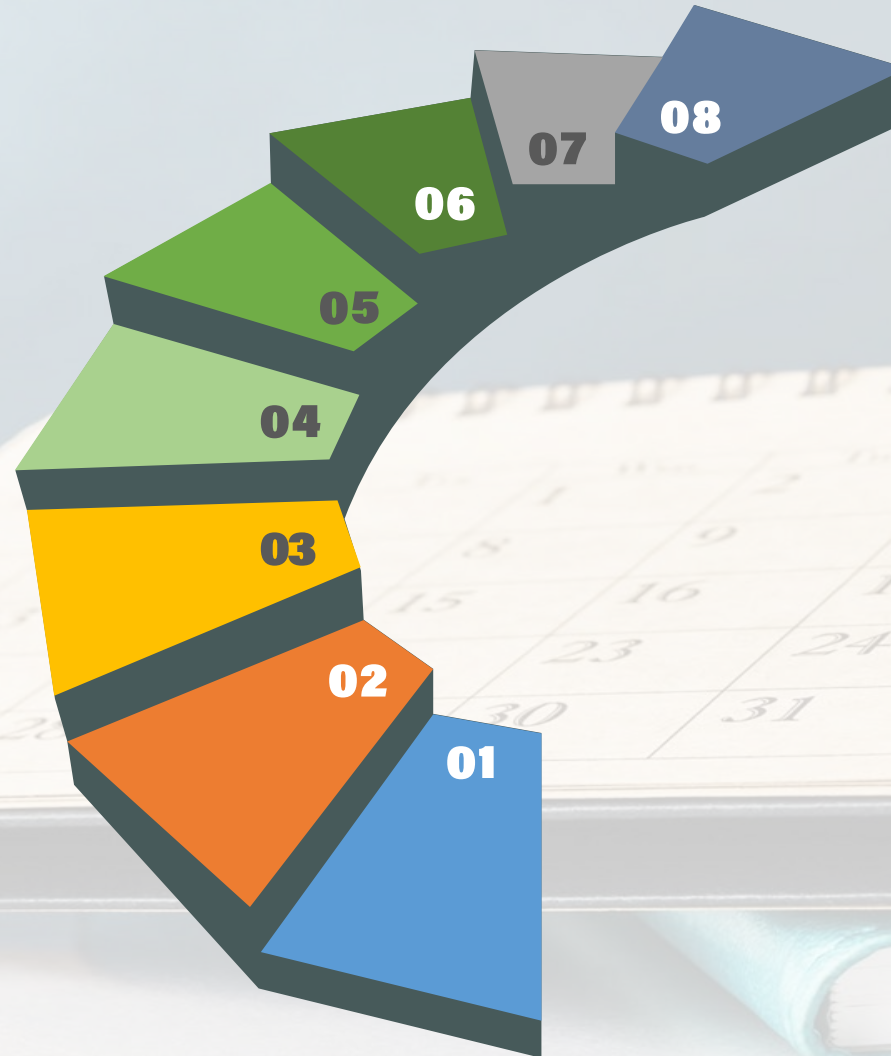
Professional Services shared folders scanned,
Information copied to new SP sites,

02 Personal Info II

1000 academic staff accounts scanned,
18,000 student accounts scanned,
Box cloud content copied to OD,
H:/ drive (on prem) content copied to OD,

Personal Info I

750 Professional staff accounts scanned,
Box cloud content copied to OD,
H:/ drive (on prem) content copied to OD,



08 Info Governance

Review and establish information governance practices, policies and procedures,
Information lifecycle management,
Sustainable strategies for storage cost optimization.

Decommission

Decommission legacy cloud pstorage platform,
Reduce onsite storage footprint.

06 Stranded Info

Identify any files / folders orphaned or not migrated to ODSP,
Copy to a secure SP site,

Canvas LTI's

Development of structures and associated guidance for using the Canvas OneDrive LTI for the creation of new SP sites per module for collaboration and storage.

The Migration Steps

1

Run reports and
identify target
accounts /
information

2

Create a source
file

3

Identify the
target
destination in
ODSP

4

Copy the files /
folders & mirror
permissions

5

Make the
source content
Read Only

6

Keep a failure /
exceptions
report

What's Next?



Information governance and policy review



Backup



Compliance – including securing sensitive data



Enforcing Storage Optimisation - data retention and disposal



Preparation for Automation and Copilot