



## Notes Migrator for SharePoint Discovery and Analysis Intermediate Offering – 3 Weeks

This Notes Migrator for SharePoint offering is a 3 week onsite Lotus Notes discovery and analysis service with a focus on utilizing the application assessment product features.

### Quest® Deliverables Summary:

- Installation of Notes Migrator for SharePoint into customer's development environment
- Installation of Quest Web Parts for SharePoint into customer's development environment
- Discovery and analysis of current Notes environment
- Analysis of Notes application with a focus on data and design differences
- Classify Notes databases with DEI and Quest classification complexity rules
- Utilize reporting functionality determining scale and effort
- Create custom views, technical and business classes pre-staging migration effort
- Statement of Work (estimate) for time and cost to migrate customer's Notes application and development of Quest Web Part templates to coincide with Notes templates
- Migration of 2 Notes (or QuickPlace or Domino.Doc) database to Microsoft SharePoint (POC or for Production use)
  - o Additional databases may be migrated (up to a total of 5) based on template consistency and application(s) complexity
- Creation or utilization of Quest Web Parts demonstrating built-in templates
- Knowledge transfer on operation and use of Notes Migrator for SharePoint and Quest Web Parts
- Quest Web Parts CBT enablement and enhancements
- Standard edition license of Notes Migrator for SharePoint

This program provides the Notes Migrator for SharePoint software license and Quest Web Parts license along with discovery and analysis services to inventory as well as establish the effort, cost, and timeline needed to migrate existing Lotus Notes applications to the Microsoft SharePoint. Migration of 2 Lotus Notes Database to SharePoint is included in this offering.

The program enables us to tailor the full implementation and migration to your specific technical environment through the creation of a detailed Analysis Report and Statement of Work (SOW). This will allow for a focused offering based on the needs of your organization.

### Approach & Activities:

The following services and activities are included in the scope of this 3 week program:

#### Preparation (customer's responsibility)

This may require advanced preparation for downtime and/or allocation of resources.

- Please ensure that all the steps in the pre-engagement requirements and preparation list have been executed before the engagement begins.

#### Preparation (Quest's responsibility)

- Review project objectives and engagement logistics
- Review environment via a site survey
- Review and validate requirements of systems
- Identify key technical personnel and knowledge transfer requirements
- Review Notes Migrator for SharePoint assessment and migration requirements
- Review Quest Web Parts for SharePoint installation requirements
- Document and print requirements
- Arrange any system change requests and assign primary point of contact

### System Implementation

- Install Notes Migrator for SharePoint with a 25 Database License
- Install 1 copy of Quest Web Parts
- Perform a discovery of the Lotus Notes Environment including Directory, Catalogues, Database(s), Replicas, and Templates
- Perform a detailed Data and Design Analysis determining usage, size, and data designs in use
- Utilize both Business and Technical Classes for migration priority including custom classes
- Migrate 2 Notes Databases to SharePoint with a DEI Complexity 2 or lower based on standard Notes Template (this complexity is typically a Document Library, QuickPlace or Domino.Doc Library with a single form and views as required)
- Implement Link Tracking Service
- Demonstrate the value and configuration for utilization of Quest Web Parts for enhancing migration of Lotus Notes applications to SharePoint

### Testing

- Review requirements, document processes, and execute installation of the 25 DB Notes Migrator for SharePoint licenses
- Validate installation by performing analysis on production environment
- Migrate Lotus Notes Database to SharePoint environment and validate installation of Quest Web Parts

### Knowledge Transfer and Documentation

- Walk through each phase of the offering's planning and deployment as well as the configuration of dependent environments with the customer's assigned staff
- Conduct a formal half-day review session for management staff upon completion of the initial Notes Migrator for SharePoint deployment. This session provides a comprehensive presentation and demonstration of the deployed environment as well as a question/answer period
- Present detailed report on migration needs along with detailed SOW for services to complete the work

### Project Management Services

- Quest software shall assign a PSO Account Manager to coordinate planning and execution activities for this program as well as ensure customer satisfaction.

### **Quest® Professional Services Pre-Requisites and Assumptions:**

- Customer will provide all access and rights necessary to implement and support production installation
- This program is for North America engagements only with a maximum duration of up to **fifteen days**. Travel and expenses are included. Minimum 14 days advanced booking required subject to availability.
- This is a fixed-time contract. Quest shall not be liable for any delays caused by lack of access to customer's employees or resources and in no case shall the Assistance Period be extended after the commencement date.
- This service is only available as a fixed single contiguous weekday offering. The days cannot be split and are deemed delivered when the consultant arrives at the customer location.
- Customer must commit the appropriate technical resource(s) on a full time basis to provide the consultant with the assistance required to complete the activities listed above.

- ❑ This service offering is based upon an “average” level of effort for a *packaged offering*. This is not a fixed deliverables service offering. Additional consulting days may be required in order to complete the project. Such days would be at additional cost and addressed as part of a follow up statement of work, outlining the additional level of effort required for completion.
- ❑ Customer must ensure all hardware and software system requirements must have been met. For a list of supported platforms and servers, please contact your Quest Representative.

## Contact your Sales Rep for more information

\* Specific terms and conditions apply.