	Duration	ENDEAVOUR365 Migration Methodology			Financial	Client Effort
Pre-Sales	Week 1+ (Trial up to 90 days)	Self-directed trial via Endeavour 365	5-user Trial Pack for up to 90 days	Pre-sales Support	Price Bundles	• Conduct Trial
		Office 365 Migration Planning	Client Survey & Check list	Endeavour365 Recommended Right-sizing	Budgetary Quote	• Fill out Survey • Review quote
Office 365 Migration	Week 2+ (TBD review and discuss scope and action plan)	Pre-Migration Audit	Endeavour 365 Physical IT Search, Review and Counts	Mobile, Security and Active Directory Review		• Grant IT access • Q&A
		Action Plan Finalized	Roles & Responsibilities + Statement of Work	Client Sign-Off	Updated Quote and SOW	• Grant IT access • Q&A • SOW review
		Stage 1 – Migration	Automated Tools used to capture data & settings	Integration and Cut-over at a Date/Time		• Change Mgmt • Users click an email, URL and authenticate
Office 365 Support	Week 3+	Stage 2 – Post Cut-over	On-site (1 Day) for risk mitigation, mobile, security and support	User Adoption support via Q&A, training, TBD		• Change Mgmt • Schedule Q&A / Training
		Endeavour 365 Ongoing Support	Remote Monitoring & Administration	Optional Help desk and Training		• Endeavour365 IT help-desk as needed

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