

## 365 Clerk Modernisation: Key Facts

This document covers the key points of your migration to Microsoft 365 by CloudyIT. As recommended in the National Association of Local Councils' Practitioner's Guide 2021, our Microsoft 365 hosted cloud solution is designed to ensure Parish and Town Councils meet all key recommendations and can also exceed them.

By moving all key services to the Microsoft 365 cloud we will remove the need to host your council data and applications on-premises on either servers or your desktops, ensuring your data will be in one easy-to-access, secure location.

### KEY SERVICES & FEATURES OF YOUR NEW SYSTEM\*

#### OFFICERS' LICENCES

- (Office-based) Microsoft 365 Business Premium Licences
  - Includes advanced monitoring and cloud security
  - Device management
- (Non-office-based) Microsoft 365 Business Basic licences
- Windows Defender Antivirus for devices (cloud managed)
- SharePoint / Microsoft TEAMS for council data
- Data Safe cloud encrypted backup of all data to separate secure cloud, unlimited retention period
- All data complies with GDPR and stored in the UK
- End User Support from 8am – 5.30pm, Monday – Friday, excluding bank holidays
- Microsoft Business Voice phone system for calling from Microsoft TEAMS

#### COUNCILLORS' LICENCES

- Microsoft 365 Business Basic licences
- 5 hours prepaid support hours from 8am – 5.30pm Monday – Friday, excluding bank holidays

#### ALL USERS

- Access to Decisions agenda and meeting management solution
- Hybrid meetings hosted using Microsoft TEAMS
- Device management of tablets and PCs
- Access to Cloudy Learning and Development Portal
- Access to apps to improve council productivity and communication

\* the above features will vary depending on your setup and configuration.

### MIGRATION SCHEDULE\*\*

| Phase              | Time   | Description  |
|--------------------|--|--|
| Architecture Phase | 1 – 4 weeks                                  | Planning, scoping, and confirmation of the project               |
| Delivery Phase     | 2 – 8 weeks from architecture phase sign off | Delivery of the project and training of officers and councillors |
| Enhancement Phase  | 4 – 12 weeks from delivery phase sign off    | Project wrap-up and sign-posting of next steps                   |