

**Labour**

13	Data Architecture and Scoping Data architecture / scoping	1.00	One Off	£150.00	£150.00
	<ul style="list-style-type: none"> <li>- Introduction to migrations project lead</li> <li>- Review of your current IT systems</li> <li>- Review of new proposal including licencing and hardware</li> <li>- Creation migration &amp; training plan</li> </ul>				
14	E-mail Migration E-mail Migration	1.50	One Off	£450.00	£675.00
	<ul style="list-style-type: none"> <li>- Migration of all staff mailboxes including where possible contacts and calendar entries</li> <li>- Migration of all councillors mailboxes, not including contacts and calendar entries</li> <li>- Setup of mailboxes on devices</li> <li>- Setup of multi factor authentication</li> </ul> <p>Please note this might change depending on the current email provider</p> <p>Please note migration will take place during working hours. Unless otherwise agreed.</p>				
15	Data Migration Data Migration	1.50	One Off	£450.00	£675.00
	<ul style="list-style-type: none"> <li>- Migration of all data to correct SharePoint / Teams libraries</li> <li>- Migration of personal data to personal OneDrive storage</li> </ul> <p>Please note migration will take place during working hours. Unless otherwise agreed.</p>				
16	SharePoint and Teams Configuration Setup of Teams and SharePoint libraries, as agreed within Architecture stage	1.00	One Off	£450.00	£450.00
	<ul style="list-style-type: none"> <li>- Creation of SharePoint Hub / Intranet</li> <li>- Setup of permissions and polices</li> <li>- Creation of Microsoft Teams, Channel and tabs</li> <li>- Configuration of data migration tool</li> </ul>				
17	Office 365 Device Deployment Azure AD join laptop or PC to Microsoft Cloud	1.75	One Off	£450.00	£787.50
	<ul style="list-style-type: none"> <li>- Copy Profile Data</li> <li>- Setup applications</li> <li>- Apply security policies</li> <li>- Apply bit-locker encryption (if hardware meets min spec requirements)</li> </ul> <p>Please note Windows 10/11 Pro is required</p> <ul style="list-style-type: none"> <li>- Removal and factory wipe of old Devices and donation to Donate2Educate Schools Program</li> </ul>				

18	Staff Training 365 Onboarding and Training:	1.00	One Off	£450.00	£450.00
	<p>1 x 1 hour onboarding session</p> <ul style="list-style-type: none"> <li>- Familiarisation of new setup to ensure smooth transition to Microsoft 365</li> <li>- Covering OneDrive, SharePoint &amp; Microsoft Teams</li> <li>- Multifactor authentication security enablement</li> <li>- Session delivered online</li> </ul> <p>1 x 3 hour in-depth training session</p> <ul style="list-style-type: none"> <li>- Session delivered online</li> <li>- Covering 365 key features including Teams / SharePoint, OneDrive and OneNote</li> <li>- Additional productivity applications including; Planner, Bookings, Lists, Forms, To-Do</li> <li>- Includes overview of e-learning &amp; training portal</li> <li>- All recordings are made available for Officers</li> </ul> <p>Please note session can be delivered in-person if preferable. This may incur an additional cost.</p>				
19	Councillor Training Councillor 365 Training	1.00	One Off	£450.00	£450.00
	<ul style="list-style-type: none"> <li>- 1 hour session delivered online</li> <li>- Maximum of 6 councillors per session</li> <li>- Covers key aspects for councillors to fully utilise office 365</li> <li>- Including OneDrive, Outlook &amp; Microsoft Teams</li> <li>- Setup guides provided before training</li> <li>- Includes overview of e-learning &amp; training portal</li> <li>- All recordings are made available for councillors</li> </ul> <p>Please note session can be delivered in-person if preferable. This may incur an additional cost.</p>				
20	Service Review Service review to develop applications that will bring you greater efficiencies	1.00	One Off	£0.00	£0.00
	<ul style="list-style-type: none"> <li>- Review of migration</li> <li>- Deployment / assistance with adoption of a Microsoft 365 app (Planner, Taks, Lists, Forms, Bookings)</li> <li>- Introduction to CloudyIT Apps for councils for 30 day free trial</li> <li>- Review of training plan and overview of training portal for self-assisted learning</li> <li>- Review of IT Security including 365 security score</li> <li>- Review of additional services (Agenda and document management, web and document accessibility, broadcasting council meetings)</li> </ul>				
21	PrePaid Support 5 Hours Pre-Paid Support For Councillors	1.00	One Off	£0.00	£0.00
	<p>Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)</p> <ul style="list-style-type: none"> <li>- Access to CloudyIT support desk via email, phone, support tool</li> </ul>				
<b>Total Labour Items</b>					<b>£3,637.50</b>