

# Rebrand Roadmap - eFileCabinet to Revver

Please list the following:

- Software or service to transition
- Contractual period
- Partial transition steps
- Full transition steps
- Tests Needed
- Tests Completed

## Large Hurdles

- Mobile phones
  - Outlook email and Calendar will not work the same
- Google to Office
  - Won't have a way to login to Chrome. From what I can tell if people want any sort of browser syncing.... they will have to use (cough) Edge. Firefox would have a solution for this probably. That might be the best alternative.
  - Outlook won't retain sub labels that exist in Google. May be an issue for some.
  - Comments in documents and spreadsheets might no transfer over
  - Excel on Macs might be weird
- Office 365
  - I don't think our F3 license will get us what we want. I think we will need business basics. Currently our F3 license limits us to 2GB of storage space. Business Basics gives everyone 1TB.
- Phone Migration
  - Teams Phones won't work with our current desk phones.
- Slack to Teams
  - Apps in use by Emily:
    - Datadog alerts
    - Uptime Monitor alerts
    - Change Management automation (Release pipeline messages, automated messaging related to change/reminders)
    - StatusPage notifications
    - Tier 3 form results
    - SOCNOC alerts (Emails from esentire, azure, etc)
    - Reminder for support about emails (per Curtis's request)

# Google to Office 365

(Contract: Month to month on the 1st. 129 seats)

## Partial transition steps

- Add aliases to all employees and groups

## Full transition steps

- If staying with Google - Change Primary Domain - [https://support.google.com/a/answer/7009324?hl=en&ref\\_topic=6302293](https://support.google.com/a/answer/7009324?hl=en&ref_topic=6302293)
- Create new accounts in Azure AD. Create new groups.
- Export / Import Mail, Calendar, Docs

## Tests/Tasks Needed

- Create aliases for all employees and groups
- Find out what to do with Google Meet hardware. Are we paying for this? Can we turn this into Teams hardware?
- Do we want to keep the same naming convention? My vote would be to go for first name only then first name last initial.
- Employees will no longer be able to sign into Chrome for syncing info. We need to find an alternative solution to this probably. Firefox?
- Try doing the export / import for everything

## Tests/Tasks Completed

- Aliases have been setup for each employee and group. There were some groups that have already maxed out their number of aliases.
- Barracuda has partially been setup. Brian needs to add some info on his end.
- Looked into the Google Meet hardware. Basically a paperweight unless we are going to use it for Google Meet.

# Azure AD - eFileCabinet to Revver

(Contract: NA)

## Partial transition steps

- Setup users in secondary domain?

## Full transition steps

- Change Primary Domain - <https://learn.microsoft.com/en-us/azure/active-directory/enterprise-users/domains-manage>

### **Tests/Tasks Needed**

- Find out if you can change secondary domain to primary domain. Create a test users. Find out if licensing can transfer between domains.
- Find out if we can transfer users to different domains. Do we need to transfer documents?

### **Tests/Tasks Completed**

- Test 1

## Slack to Teams?

(Contract: 2022-08-23 - 2023-08-23)

### **Partial transition steps**

- Have employees start using Teams while we still have Slack

### **Full transition steps**

- Transition for find replacements for webhooks and apps that we are using in Slack

### **Tests/Tasks Needed**

- Find out apps and webhooks that are in use and who uses them. Find out if there are Team alternatives.

### **Tests/Tasks Completed**

- Test 1

## Phone System - Jive to Zoom / Microsoft

(Contract: Month to Month)

### **Partial transition steps**

- We could transition one team at a time but it probably makes more sense to do everything at once.

### **Full transition steps**

- Full eval of Microsoft phone

- Rebuild everything from ground up

### **Tests/Tasks Needed**

- Do demo with Microsoft
- Find ways to reduce toll free usage (already sent an email but didn't get an actual response)
- Test Yealink phones with Microsoft

### **Tests/Tasks Completed**

- Did major research on Teams phones. I don't think it will work for us. To demo we need to go through the VAR. Reporting is not as good. Our desk phones would not work with Teams. I think it would end up costing us more than Zoom.

## Zoom to Teams

(Contract: 2022-12-28 - 2023-12-28)

### **Partial transition steps**

- Start using Teams concurrently with Zoom

### **Full transition steps**

- No account creation necessary... just start using teams for calls and webinars

### **Tests/Tasks Needed**

- Find out if Gong can be used with Teams. Any alternatives?
- Find out what Marketing needs specifically in webinars to see if we can duplicate that.
- Find out how recording works.
- Verify camera controls with the Near bars
- See if the Google Meet hardware can work with Teams

### **Tests/Tasks Completed**

- Looks like Gong to Teams is possible: <https://integrations.gong.io/integrations/microsoft-teams>
- I have looked up our Google Meet hardware and it appears that we cannot use it for anything other than Google Meet.

## Barracuda

(Contract: NA)

## **Partial transition steps**

- Add secondary domain. See if Aliases auto-populate

## **Full transition steps**

- Change primary domain to Revver

## **Tests/Tasks Needed**

- Test aliases

## **Tests/Tasks Completed**

- Barracuda has partially been setup. Brian needs to add some info on his end.
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## **Smaller Tasks / Transitions**

- Bookstack
  - Have everyone login with their new accounts. Reassign roles
- Zammad
  - Not sure... This might be tricky. Need to look into this more
- SnipeIT
  - Probably leave as is and add new domain. When checking out just check out to the new domain. Historical data should make sense showing the older domains.
- TalentLMS
  - Need to find out more info about changing users. This might be tricky.
- Salesforce
  - Discuss with Anna. Probably recreate integration. Ooohh boy. This should be fun.

# Copy Paste Template

(Contract: 2023-XX - 2024-XX)

## **Partial transition steps**

- Step 1

## **Full transition steps**

- Step 1

## **Tests/Tasks Needed**

- Test 1

## **Tests/Tasks Completed**

- Test 1

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