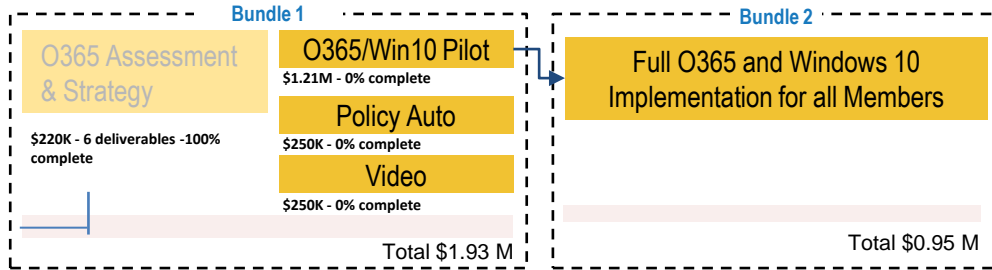# Document 2 - Collaboration (O365)

The Development of OPS' Microsoft Office 365 and Windows 10 deployment and adoption strategy, including technical and design considerations, in order to provide a replacement of its current on-premise productivity and collaboration suite as well as Windows 7. Total Bundle 1 funding $1.93M, spent to date $220K, 11% complete

Bundle 1

O365 Assessment & Strategy

$220K - 6 deliverables -100% complete

O365/Win10 Pilot
$1.21M - 0% complete

Policy Auto
$250K - 0% complete

Video
$250K - 0% complete

Total $1.93 M

Bundle 2

Full O365 and Windows 10 Implementation for all Members

Total $0.95 M

What will be delivered:

Software: MS Office 365 (i.e., applications such as Outlook, Productivity Suite, Skype, Teams, Power BI, Flow, Groups, Stream, Video etc.) and Windows 10

Capabilities: cloud based storage and productivity, seamless transition across devices, real time collaboration, simplified admin and management, video conferencing and chat, workflow automation, advanced analytics & dashboarding, advanced security (e.g., identify/access management, data rights management, MDM, DLP, spam filtering, encryption etc.)

Scope - Implementation of Microsoft Office 365 and Windows 10 solutions in replacement of Office 2010 and Windows 7. The overall project will be composed of 3 key phases:
1. Assessment and Strategy
2. Design, Readiness and Pilot
3. Full Implementation

This SOW (for phase 3) covers the implementation of O365 and Win10 for all OPS Members including the delivery of the technology, execution of change management activities, establishment of support mechanisms/ vehicles as well as establishment of new work practices/norms using these new cloud based tools

Benefits:

Efficiency: Integrated collaboration, productivity and communication platform streamlines how Members work together in a secure manner. Allows for real time collaboration between teams and individuals leveraging the benefit of cloud and specialized collaboration apps such as Teams or Groups. Advanced features such as Flow, Power Apps and Power BI allows Members to enable desktop automation and configure the tools to how they want to work.

Legitimacy: Provide Members to more modern tools in the office and in the field, enabling a more modern workforce while enhancing public image and legitimacy between the public and the officers.

Security: Utilizes the suite of MS security tools to enhance identify and access management, data right management, MDM, DLP, spam, etc.

Applies To the Following Groups:

Deputy Chief   **Sergeant**   **Frontline Officer**   **Civilian Manager**   **Civilian Member**   **Ottawa Resident**