

# GOVERNMENT IN THE CLOUD

*STRATEGIES FOR DEPLOYING &  
MIGRATING TO OFFICE 365*

## EXECUTIVE SUMMARY

In 2011, the White House released its [Federal Cloud Computing Strategy](#) to encourage government agencies to re-evaluate technology sourcing strategies and consider cloud computing solutions as part of the budget process. According to the strategy, cloud computing enables government to be more efficient, agile and innovative through more effective use of information technology investments and by applying innovations developed in the private sector.

To initiate this effort, the White House invested in a [Cloud First](#) policy. The policy is “intended to accelerate the pace at which the government will realize the value of cloud computing by requiring agencies to evaluate safe, secure cloud computing options before making any investments.”

We know that public and private clouds are a smart investment for government. Recently, hybrid cloud technology was identified as one of the [top 10 strategic technology trends for government](#). If government wants to improve innovation and collaboration, agencies need to get on board with the great cloud migration.

As government agencies move to the cloud for increased collaboration, communication and ease of file-sharing, questions arise about the best platforms to use. More agencies may lean toward Microsoft platforms today because they can use familiar Office tools. Such services also offer the higher levels of security government needs.

The way of the future is not just any cloud, but [Microsoft Office 365](#), a hosted service that provides subscribers with access to various productivity and collaboration applications via the Internet.

But why should government agencies choose Office 365 over other cloud services? For government, it provides:

- **Familiarity:** The ability to run familiar Office applications in the cloud.
- **Security:** Increased control of what's shared and what content is created.
- **Cost efficiency:** Lower price points compared with other platforms.

In an interview with GovLoop, Steve Marsh, Senior Director of Product Management and Marketing, and Pat Park, Regional Vice President of Public Sector, at Metalogix Software explained the benefits of Office 365 and how government agencies can navigate migration to this service.

“Microsoft is constantly innovating around the Office 365 platform and allowing people to have new functionality at a much more rapid pace than previously,” Marsh said.

“You get big cost savings since you're paying for what you use,” Park said. “Additionally, you're no longer worrying about making sure services and applications are up-to-date.”

“Bringing in Office 365 is a combination of the familiar desktop productivity, collaboration, content production tools that we're familiar with, and combining these mechanisms in the cloud,” he added. “The underlying technologies also allow us to share information in a much easier fashion — inside and outside government.”

Although government adoption of Office 365 is growing, a core challenge remains: How do government agencies migrate from traditional services to cloud platforms such as Office 365? Government agencies attempting to do this on their own may encounter many problems with the process. Additionally, migrating your agency to the cloud may take months or even years.

That's why [Metalogix](#) is committed to making the migration less complex and time-consuming by easing government agencies' cloud transitions to Office 365.

Metalogix provides industry-recognized management tools for mission-critical platforms. For more than a decade, the company has developed trusted management tools for both cloud-based and on-premises platforms such as Microsoft [SharePoint](#) and Office 365. Metalogix helps organizations in both the public and private sectors monitor, migrate, store, synchronize, archive, secure and back up collaboration platforms.

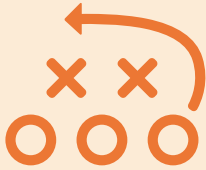
GovLoop has partnered with Metalogix to help government agencies better understand trusted cloud platforms, such as Office 365, and best practices for cloud migration. Learn how Metalogix can ease your agency's cloud migration through the planning, implementing and managing stages.

# MIGRATION

Metalogix emphasizes the importance of strategizing at all stages of moving to the cloud: planning, migrating and managing.

The company helps agencies with an easy, faster migration to cloud deployment with the following steps:

1



## Plan: Pre-Migration

Metalogix solutions such as [Essentials for Office 365](#) and [Migration Expert](#) help you prepare and plan for a successful move. These can help your agency analyze, find and fix potential roadblocks.

2



## Migrate: In One Hop

Metalogix helps your organization directly migrate from older SharePoint versions to SharePoint 2013 or Office 365 in one go. Intermediate SharePoint versions aren't necessary to migrate your libraries, workflows, permissions, metadata or version history.

3



## Manage

Run old and new versions in parallel and test and rearrange your platforms as often as needed. Metalogix solutions are licensed to allow unlimited testing, reorganization and management of sites and content in the cloud.



## SETTING UP FOR SUCCESSFUL DEPLOYMENT

[Metalogix Essentials for Office 365](#) helps agencies easily migrate to Office 365 and manage content and user permissions post-migration. Essentials for Office 365 reduces your administrative workload while ensuring your cloud deployment remains secure and efficient. Before beginning your migration, it's important to keep these best practices in mind:



**Determine which version is right for you.** There are different versions of Office 365 available at different subscription levels and each offers unique services. Begin by mapping out your agency's requirements and comparing them to your options.



**Ask questions ahead of time.** Know where you're coming from. Does your migration path originate from Google services or older versions of SharePoint? Does it include documents created with older versions of Microsoft Word or other programs? Asking such questions will help you establish a baseline when moving forward.



**Conduct a content inventory.** Clean up your organization's content before you make a move. Identify what you have and where it exists, then determine where it flows through your agency. This will help you organize, define and clean out excess content. It also gives you a better understanding of who needs permission to access what.



**Outline processes.** Determine which processes you're currently using and which ones should be moved to Office 365. Not everything can or needs to be migrated, and knowing this in advance will save you a lot of time and stress.



**Ensure security requirements.** This is especially important for government. State and local regulations may sometimes be more specific than federal. Regardless, you need to make sure that you meet such requirements throughout the process of your agency's migration.



**Set up an agency-wide adoption plan.** Create a rollout program that includes training to equip users in your agency to use Office 365 and its key features. Help users understand how the service will allow them to do their jobs better and be more productive.



**Back up your data.** Always, always, always back up your data. Use multiple storage devices. While Microsoft offers a limited backup, data is only kept for a short amount of time and takes up to 3 days to restore. So agencies should back up in other locations, just to be safe. Use on-premises locations, local machines or other cloud storage solutions.



**Monitor, manage and control.** Migrating and deploying Office 365 is only the beginning of your journey. Monitoring and managing your services is a continuous job. Be sure to check in regularly with IT and other managers of your cloud services.

It's also critical to ensure that your users are properly updated on the migration and how to use the cloud, particularly Office 365. "Make sure you have the proper education and rollout plan," Marsh said. "The users aren't just going to follow once you move to the cloud. It's important to make sure they understand how to use the new services in the best way possible."



## TACKLING THE CHALLENGES

Migration to Office 365 does not necessarily solve all problems for an organization. If cloud migration is not properly planned, strategized or implemented, your agency could face challenges.

First, if your employees are used to working with on-premises services, many may be reluctant to move to the cloud. It can be difficult to shift an agency's culture. "People just get into the habit of emailing. Then you have multiple people with multiple versions of such services, and no one knows which is the right version," Park said. "Getting into better habits requires getting people to think differently. It can be tough to change behavior in an agency, but once you do, you're in a better world."

Metalogix strives to make cloud migration easier, but people tend to underestimate the steps and processes involved. "Getting to the cloud requires proper planning," Marsh said. "People try and cut corners in the migration process, and they don't necessarily end up with the best solutions or practices as a result. You have to make sure migration is done in the right way in the right time."

One double-edged sword with Office 365, and the cloud in general, is that you can work from anywhere, anytime. Without a culture that supports a strong work/life balance, work can start to take over employees' lives.

But with the right planning, education of users and office culture, cloud services such as Office 365 can improve the public workforce.

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”

- Steve Marsh

Senior Director of Product Management  
and Marketing, Metalogix

# WHAT OFFICE 365 CAN DO FOR THE PUBLIC SECTOR

In addition to increasing productivity and collaboration, there are many benefits for agencies using Office 365. Ultimately, Office 365 is an easy-to-use service that enables government workers to do their jobs better, enhances security and democratizes government data within agencies.

“Cloud comes in a few different shapes and sizes,” Marsh said. “Microsoft technology supports all different clouds for the needs of each different agency. The ability to move between them appropriately has a great advantage.”

Office 365, particularly Essentials for Office 365, can help ease the lives of government employees in the following ways: cost, efficiency and flexibility.



**Cost:** Government agencies are easily able to use old and new systems in addition to free forms of storage. “With budget cuts, the federal, state and local levels should really start taking advantage of this,” Park said. “With Office 365, because data is stored in the cloud with generous amounts of free storage per user, there’s real cost savings to be had. [For example] at the state and local levels, we’re seeing a lot of people move their email and SharePoint to Office 365 simply to save costs in their on-premises environments.”



**Efficiency:** Shadow IT is a problem that occurs with lack of efficiency in government. “If it takes more than three clicks, users are reluctant to get on board with the technology,” Marsh said. “They’ll find an easier and faster way to do it because employees just want to get their jobs done. But that’s where Microsoft has an advantage since you can access your Word, PowerPoint, Excel and Outlook on the cloud with just one click.”



**Flexibility:** Essentials can help you swiftly address any problems. Rather than having to manually examine files for incompatibility, IT administrators can take corrective actions during migration, such as flattening folder structure, reassigning metadata and correcting content issues that could potentially cause problems with a new environment. “There’s no interruption to the business of the agency,” Park said. “Additionally, with Office 365, you have the ability to share data outside and within government. It’s easy to promote ease of access to the public.”

With Office 365, government agencies can manage, tag and control their content while leaders can control access through administrative interfaces. [Microsoft Office 365 in government](#) offers mobility for employees to work in the field, at home or on the road. The service can enhance collaboration when employees need to work with others outside and inside their organization. And, finally, government organizations can keep their most sensitive data safe by being able to control who has access to it and when and how individuals can share it.

The cloud is the way of the future, and with Office 365, government can catch up with cloud trends and fulfill its role as a leader and driver of change.

## ABOUT METALOGIX

Metalogix is the premier provider of management software to move, manage and secure content for Office 365, SharePoint, OneDrive for Business, Exchange and other leading enterprise collaboration content management platforms in the cloud, on-premises and in hybrid environments. Over 20,000 clients rely on Metalogix and the industry's highest rated LIVE 24x7 support to enhance the use, performance and security of content collaboration in the cloud, on-premises and in hybrid environments. Metalogix is a Microsoft Gold Partner, an EMC Select Partner, and a GSA provider and a multi-year honoree on the Inc. 500 | 5000 fastest growing company list as well as the prestigious NorthFace ScoreBoard Award for World Class Excellence in Customer Service.

Visit us at [www.metalogix.com](http://www.metalogix.com) or call us +1.202.966.9100  
Engage with us on Twitter [@Metalogix](https://twitter.com/Metalogix) and [LinkedIn](https://www.linkedin.com/company/metalogix).

The Metalogix logo features the word "Metalogix" in a bold, blue, sans-serif font. The letter "i" in "logix" has a small blue dot above it.

## ABOUT GOVLOOP

GovLoop's mission is to "connect government to improve government." We aim to inspire public-sector professionals by serving as the knowledge network for government. GovLoop connects more than 200,000 members, fostering cross-government collaboration, solving common problems and advancing government careers. GovLoop is headquartered in Washington, D.C., with a team of dedicated professionals who share a commitment to connect and improve government.

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[www.govloop.com](http://www.govloop.com)  
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The govloop logo features the word "govloop" in a bold, lowercase, sans-serif font. The "gov" is in green and "loop" is in yellow. A green arrow curves over the top of the text, and a yellow arrow curves under the bottom of the text.



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