



Envision IT Office 365 Productivity Series Information Architecture and Migration

June 16, 2015

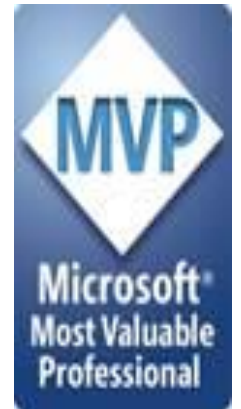
A magnifying glass with a blue handle and a dark green frame is positioned over a blue vertical bar. The text "see more." is written in white, lowercase letters on the blue bar, appearing to be viewed through the lens of the magnifying glass.

see more.

Peter Carson



- President, Envision IT
- SharePoint MVP
- Microsoft Canada Partner Seller
- peter@envisionit.com
- <http://blog.petercarson.ca>
- www.envisionit.com
- Twitter @carsonpeter
- VP Toronto SharePoint User Group

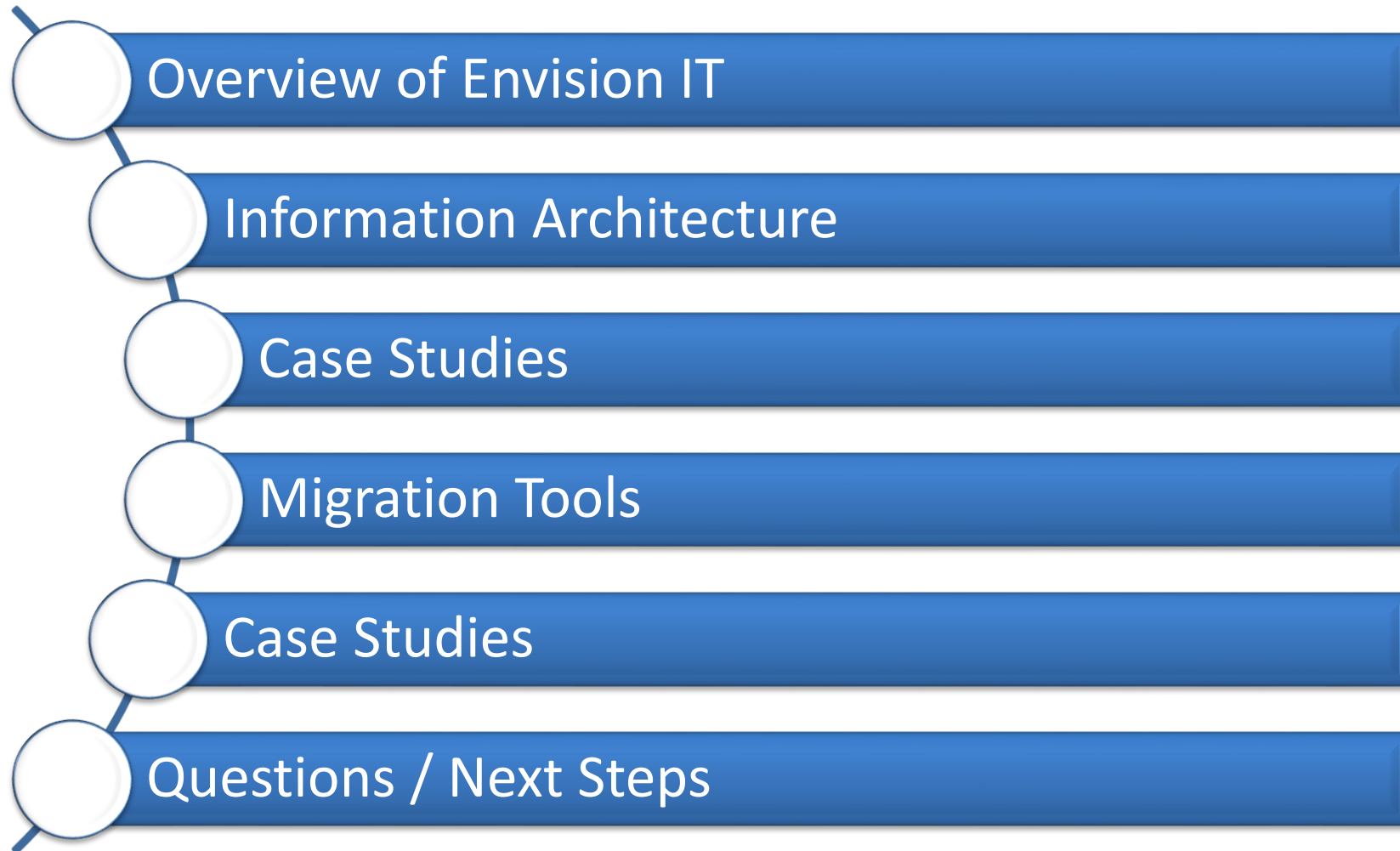


Peter Mackenzie

- VP Sales and Marketing
 - e: pmackenzie@envisionit.com
 - p: (905) 812-3009 x244



Agenda



Envision IT Overview

- O365 Productivity Consultants
- Go-to partner for SharePoint Websites, Intranets, Extranets, and Collaboration portals
- 24 years of experience
- 10 years of SharePoint experience
- Microsoft Gold Partner
- Multiple award winner



Services

Public Websites

Intranets

Extranets

Collaboration Portals

SP Farm Health Check

O365 & Azure Cloud Services

AODA Compliance

Upgrades & Migrations

Training

Mobile first adaptive design

Support Agreements

Solution Architecture

Workflows and Forms

Poll 1

Which Version of SharePoint are you currently using?

- Office 365
- SharePoint Server 2013
- SharePoint Server 2010
- SharePoint Foundation (2010 or 2013)
- MOSS 2007 or WSS 3.0

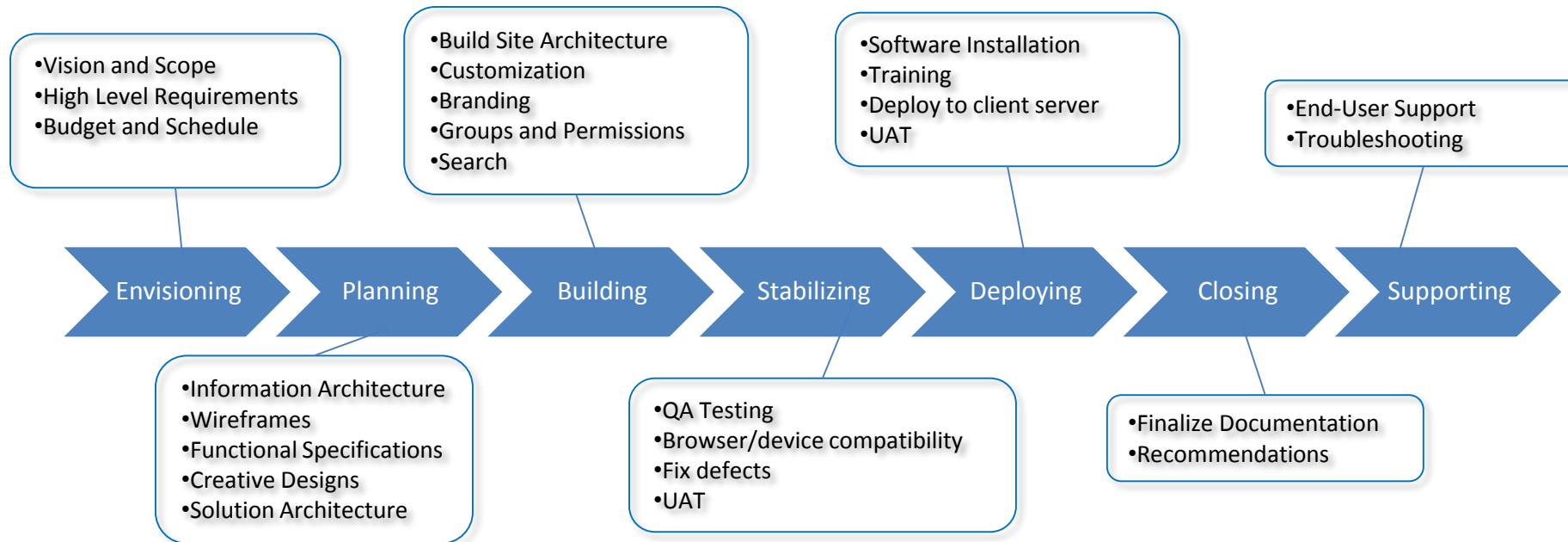
Poll 2

How do you use SharePoint today?

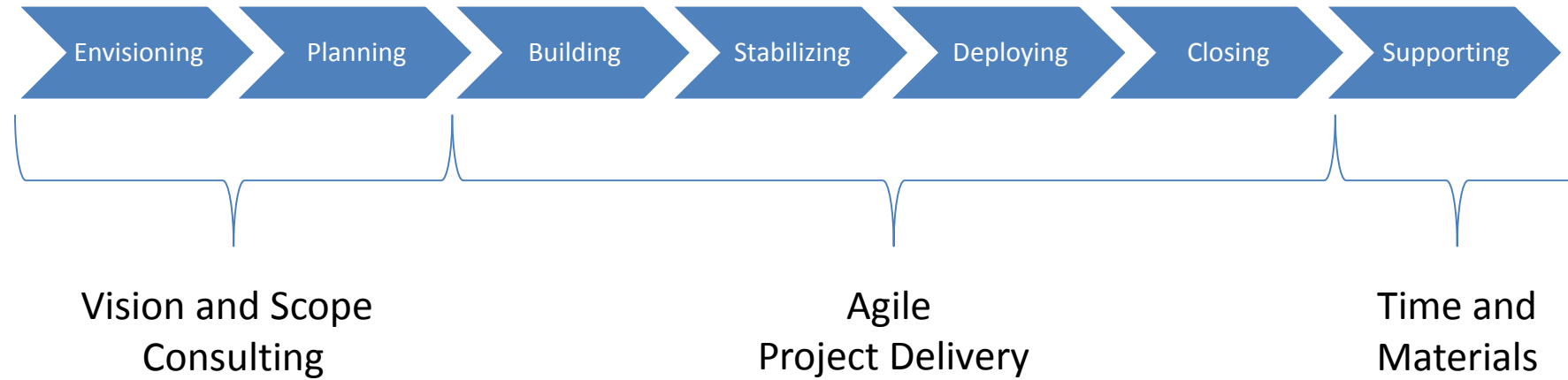
- Internal collaboration
- Internal web publishing (Intranet)
- Extranets
- Public facing website

Information Architecture

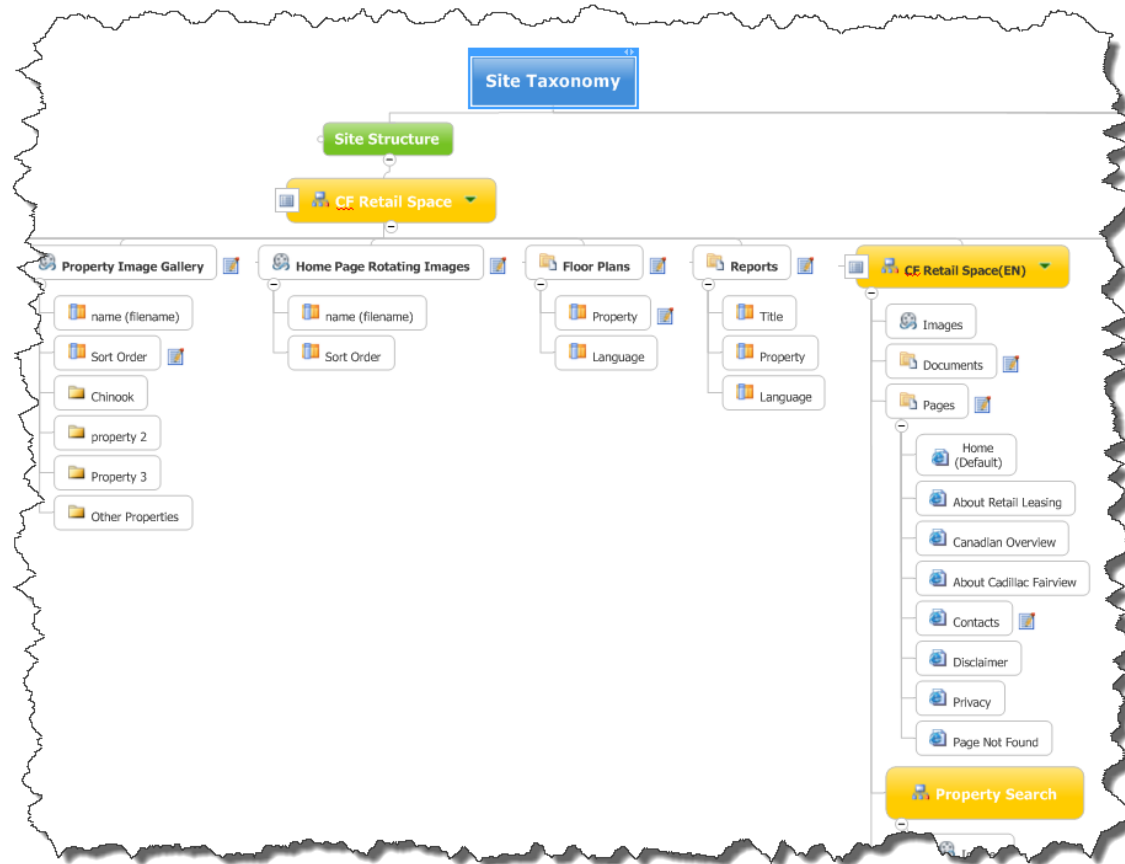
Process Overview



Project Phases



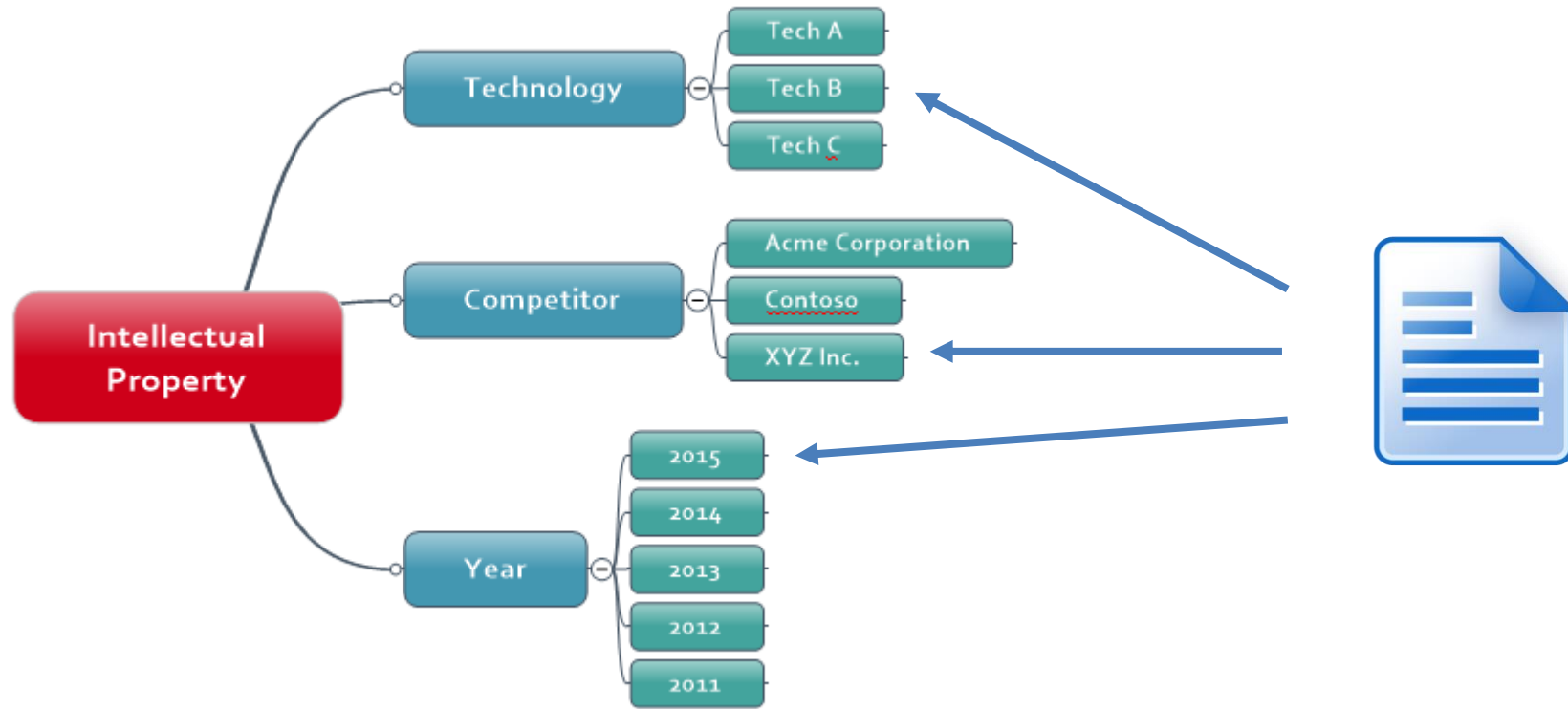
Information Architecture



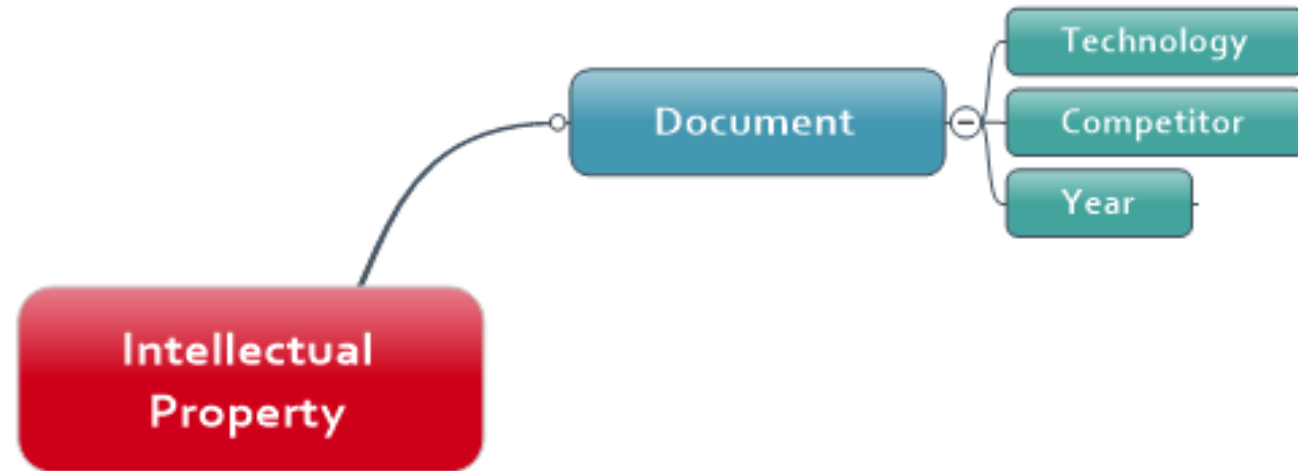
Metadata

- Information about information
- Properties of your documents
 - Last modified
 - Who modified
 - Title
 - Description

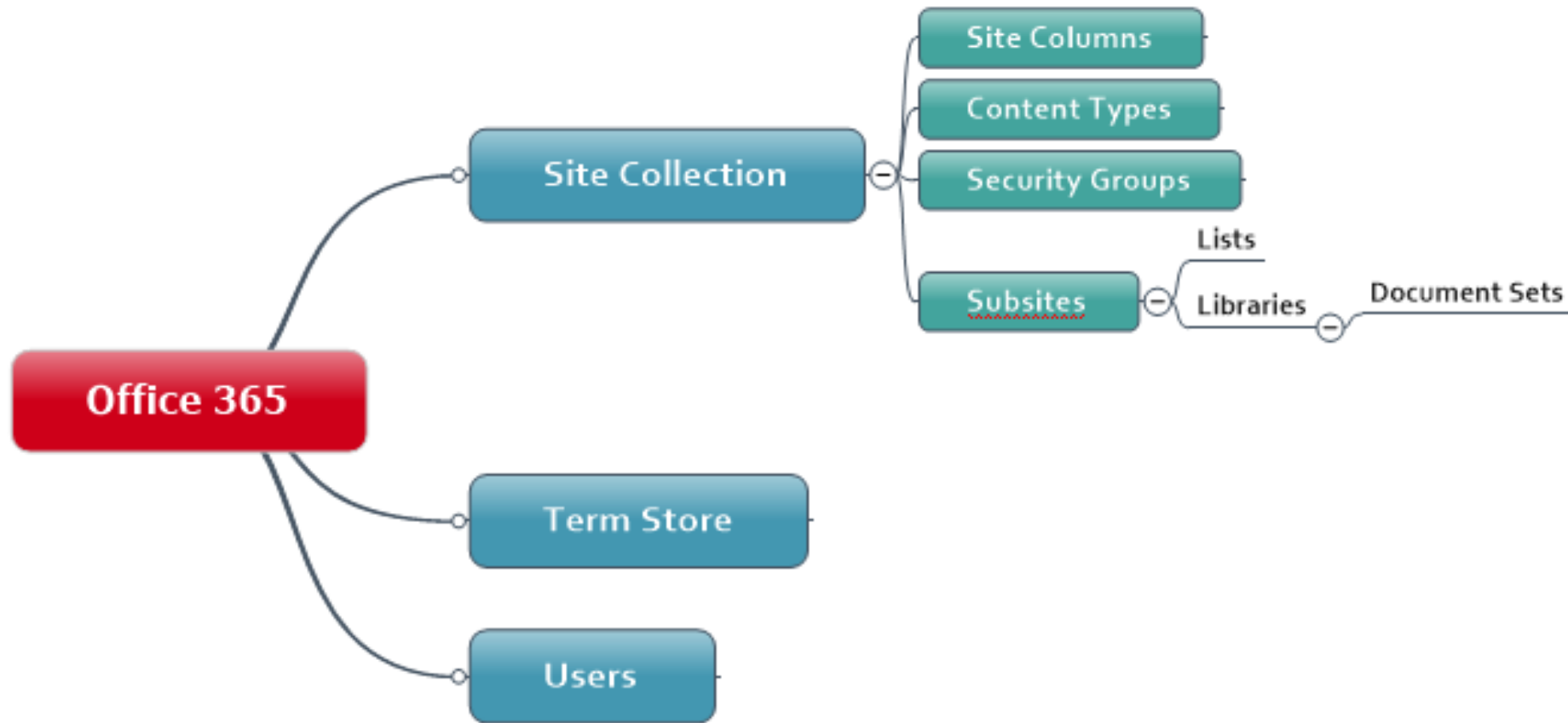
Folders vs. Metadata



Folders vs. Metadata



Office 365 Information Architecture



MindManager



MindManager®

- Mind mapping software
- Great for visualizing as you are leading an IA session
- <http://www.mindjet.com/mindmanager>

Envision Shakespeare Company

ENVISION
Shakespeare Company

Home About Us Plan Your Visit Events and Tickets News Works

The Envision Shakespeare Company is ecstatic to have received a donation of historical costumes!
Look for them this season on the stage.

News

Thursday, May 30, 2013
Tony Nominations Announced

Thursday, May 2, 2013
Acting Classes Now Offered

Thursday, April 18, 2013
Charity Event Organised

[Read all news articles »](#)

Vivamus at lectus

Donec ullamcorper dui sollicitudin augue tincidunt nec blandit sem varius. Duis lacinia viverra varius. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla porta dolor a neque interdum placerat. Vivamus ut nisi magna. Maecenas in mauris eu est rhoncus viverra fermentum id nulla.

Contact Us | Disclaimer | Privacy

Envision Shakespeare Company by Envision IT Inc. is licensed under a Creative Commons Attribution-ShareAlike 3.0 Unported License.

- Fictional Shakespearean theatre company
- Contains the complete works of Shakespeare
- Great example of Information Architecture and Metadata

- Content search web parts – news, events
- EIT Marketing suite
- Search with refiners
- Adaptive Design
- Managed Metadata Navigation
- Location map (Google or Bing)
- And more.....
- Renditions

Features

- Global Nav
- Media Source
- Work

Term Store

Envision Shakespeare Company

IA

- About Us**
 - History
 - Location
 - Contact Us
 - Artistic Director
 - Volunteers
 - Photo Gallery ~~Reviews~~
- Tickets**
 - Schedule
 - Packages
 - School Groups
 - Box Office Hours
- Productions**
 - Performances
- Plan Your Visit**
 - Location and Directions
 - Accommodations
 - Dining
 - Other Attractions
- News**
 - News
 - Blog
 - Media Spotlight
- Works**
 - Sonnets
 - Plays
 - History → Play → Acts → Scenes
 - Comedy
 - Tragedy
- Search**
 - Results
- Pages**
 - Privacy
 - Disclaimer
 - Home → Image Rotator
- Home Image Rotations**
- Photo Gallery**
- Video Gallery**

Content Types

 Create

Show Group: 

Site Content Type	Parent	Source
Envision Shakespeare Company		
ESCBaseCatalog	Item	Envision Shakespeare Company
ESCBasePage	Page	Envision Shakespeare Company
ESCMediaSpotlight	ESCBaseCatalog	Envision Shakespeare Company
ESCNews	ESCBaseCatalog	Envision Shakespeare Company
ESCPeformance	ESCBaseCatalog	Envision Shakespeare Company
ESCPlay	ESCBaseCatalog	Envision Shakespeare Company
ESCPoem	ESCBaseCatalog	Envision Shakespeare Company
ESCProduction	ESCBaseCatalog	Envision Shakespeare Company
ESCScene	ESCBaseCatalog	Envision Shakespeare Company
ESCWebPage	ESCBasePage	Envision Shakespeare Company

Site Columns

Site Content Type Information

Name: ESCScene
Description:
Parent: [ESCBaseCatalog](#)
Group: Envision Shakespeare Company









































Settings

- [Name, description, and group](#)
- [Advanced settings](#)
- [Workflow settings](#)
- [Delete this site content type](#)
- [Information management policy settings](#)
- [Manage document conversion for this content type](#)

Columns

Name	Type	Status	Source
Title	Single line of text	Required	Item
Catalog Term	Managed Metadata	Optional	ESCBaseCatalog
Catalog URL	Single line of text	Required	ESCBaseCatalog
Description	Single line of text	Required	ESCBaseCatalog
Rollup Image	Publishing Image	Optional	ESCBaseCatalog
Target Audiences	Audience Targeting	Optional	ESCBaseCatalog
Browser Title	Single line of text	Optional	ESCBaseCatalog
Meta Description	Single line of text	Optional	ESCBaseCatalog
Meta Keywords	Single line of text	Optional	ESCBaseCatalog
Hide from Internet Search Engines	Yes/No	Optional	ESCBaseCatalog
Page Content	Publishing HTML	Optional	ESCBaseCatalog
Page Image	Publishing Image	Optional	ESCBaseCatalog
Work	Managed Metadata	Optional	
Act	Number	Optional	
Scene	Number	Optional	

Term Store

- ▲  Shakespeare
 - ▲  Catalog
 -  Media Spotlight
 -  News
 -  Performance
 -  Play
 -  Poem
 -  Production
 -  Scene
 - ▲  MediaSource
 -  Toronto Star
 -  Vancouver Sun
 - ▲  Works
 - ▲  Plays
 - ▷  Comedy
 - ▷  History
 - ▷  Tragedy
 - ▲  Poetry
 -  A Lover's Complaint
 -  Funeral Elegy by W.S.
- ▲  Site Collection - shakespearedev.envisionit.com
 - ▲  Site Navigation
 -  Home
 - ▲  About Us
 -  Artistic Director
 -  Contact Us
 -  History
 -  Location
 - ▷  News and Media
 -  Photo Gallery
 -  Volunteers
 -  Admin
 -  Disclaimer
 - ▷  Events and Tickets
 - ▷  Plan Your Visit
 -  Privacy
 -  Search
 - ▲  Works
 - ▷  Plays
 - ▷  Poetry

- Shared service across all site collections
- Provides a common hierarchy of classifications
- Also used for navigation

CSR Eco Solutions



csr eco solutions
a global social enterprise

Home For Companies For Charities About Us Partners What's New Contact Us

Our Recipients

We aim to provide your charitable organization with the furniture, equipment, and supplies that you need to fulfill your goals.

We donate to charities, non-profits, schools, hospitals, international aid organizations, food banks, shelters, and other community organizations.

Each set of donations is noted by the numbers below!
We presently have donation drives available in the following areas:

CANADA:
Calgary, Alberta - 1721
Toronto ON - 1730



- Redistributes used office furniture and equipment to charities
- Web based ordering for charities
- www.csr-eco-solutions.com

Document Sets

- Folders with metadata

Programs › Peter Demo



Peter Demo

CSR Location
CSR Ship Date

Toronto
6/29/2015

[View All Properties](#)
[Edit Properties](#)

New Upload Sync Share More ▾

Find a file

✓		Name	Item Size	Item Quantity	Item Value	Item Weight	Modified	Modified By	Content Type
		4128804 - Copy (2)	...	5			May 28	<input type="checkbox"/> pcarson@envisionit.com	Program Item
		4128804 - Copy (3)	...	10			May 28	<input type="checkbox"/> pcarson@envisionit.com	Program Item
		4128804 - Copy (4)	...	20			May 28	<input type="checkbox"/> pcarson@envisionit.com	Program Item
		4128804 - Copy	...	3			May 28	<input type="checkbox"/> pcarson@envisionit.com	Program Item
		4128804	...				May 27	<input type="checkbox"/> pcarson@envisionit.com	Program Item
		appliance	...	2			May 27	<input type="checkbox"/> pcarson@envisionit.com	Program Item
		Peter Demo - 5Hi Bookcase	... Large	10			May 2	<input type="checkbox"/> Peter Carson	Program Item
		Peter Demo	...				May 28	<input type="checkbox"/> pcarson@envisionit.com	Program Excel

Drag files here to upload

Online Ordering Form

Organization Name

Address

Phone Number

Website

Contact Name

Email

Phone Number

Charitable Registration Number

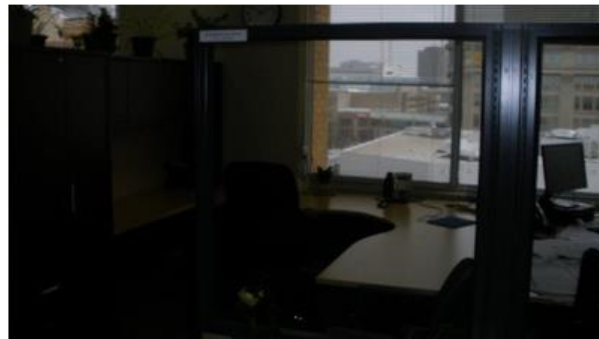


Description L shaped left hand desk

Size 60" x 60"

Quantity Available 10

Quantity Desired



Description L shaped right hand desk

Size 60" x 60"

Quantity Available 10

Quantity Desired

Migrations

Migrating to Office 365

- No content database attach method like on premise SharePoint
- Manual is possible but you'll lose your metadata
- You need a third-party tool

Sharegate



<http://en.share-gate.com>

Metalogix

Content Matrix

www.metalogix.com/Products/Content-Matrix.aspx

Media Experts

The screenshot displays the XFILES website interface. At the top, there is an Office 365 navigation bar with links for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, Tasks, and Admin. Below this is a secondary navigation bar with categories like XFILES, ADMINISTRATION, BLOGS, COMMITTEES, CUSTOMERS, MEDIA, PROJECTS, CONSUMER & MEDIA LAB, RESOURCE CENTRE, SURVEYS, and ACCOUNTS. A search bar is located in the top right corner. The main content area is divided into several sections: 'Home' with 'Announcements' featuring a post titled 'Some Love From Best Buy-Future Shop' by Ian MacLean with a photo of people at a Best Buy store; 'Birthdays This Week' listing Lisa Di Marco with a birthday of 11/30; and a 'Newsfeed' section with a post from Joaquin Murillo praising Brian and Chris S for winning 2 SEM MIAs. A sidebar on the left contains 'Useful Links' such as Central Template Library, HR Manual, Services Requests, Media Experts Knowledge Base, and 'Lists' including Rolodex, Media Experts, and Events Calendar.

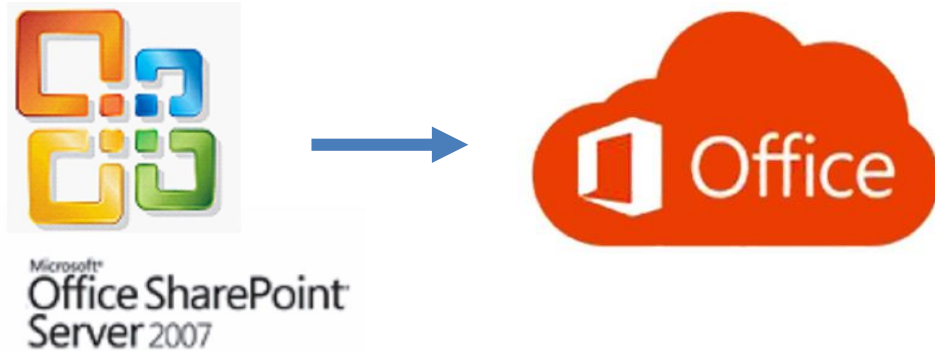
- Top ranked, Canadian owned agency media planning and buying company
- Purely focused on the Canadian consumer

The Background



- Fall 2013 project
- Started as a MOSS 2007 to SharePoint 2013 migration
- Benefits of cloud shifted it to Office 365
- Migrating ~400 GB content from MOSS 2007 to Office 365

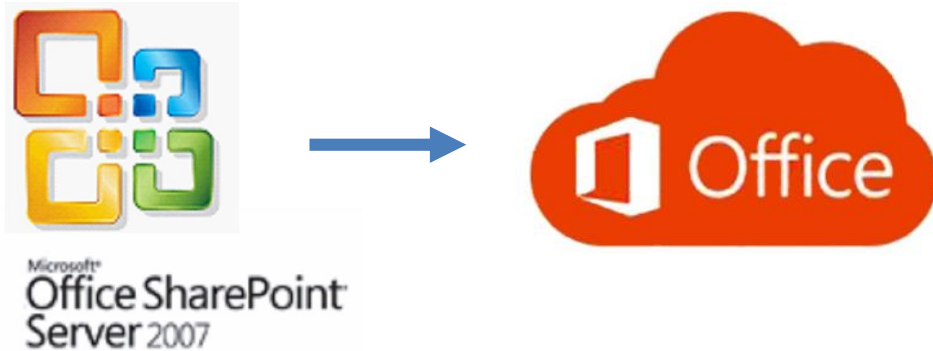
The Challenge



Metalogix
Content Matrix

- Used Metalogix Content Matrix to migrate
- Office 365 throttled the throughput
- With multiple machines still only able to achieve several hundred MB per hour
- Estimated duration ~400 hours -> 17 days around the clock

The Solution

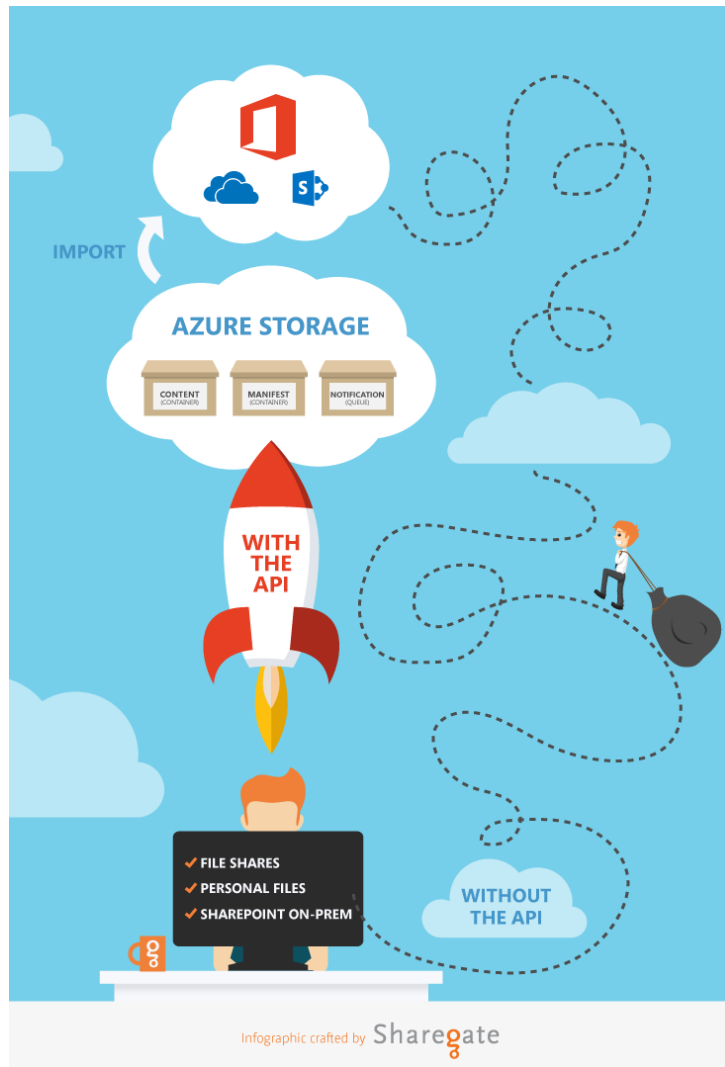


- Ran MOSS 2007 and Office 365 in parallel
- Did the migration section by section over a month
- Provided common branding and navigation in both environments

Metalogix

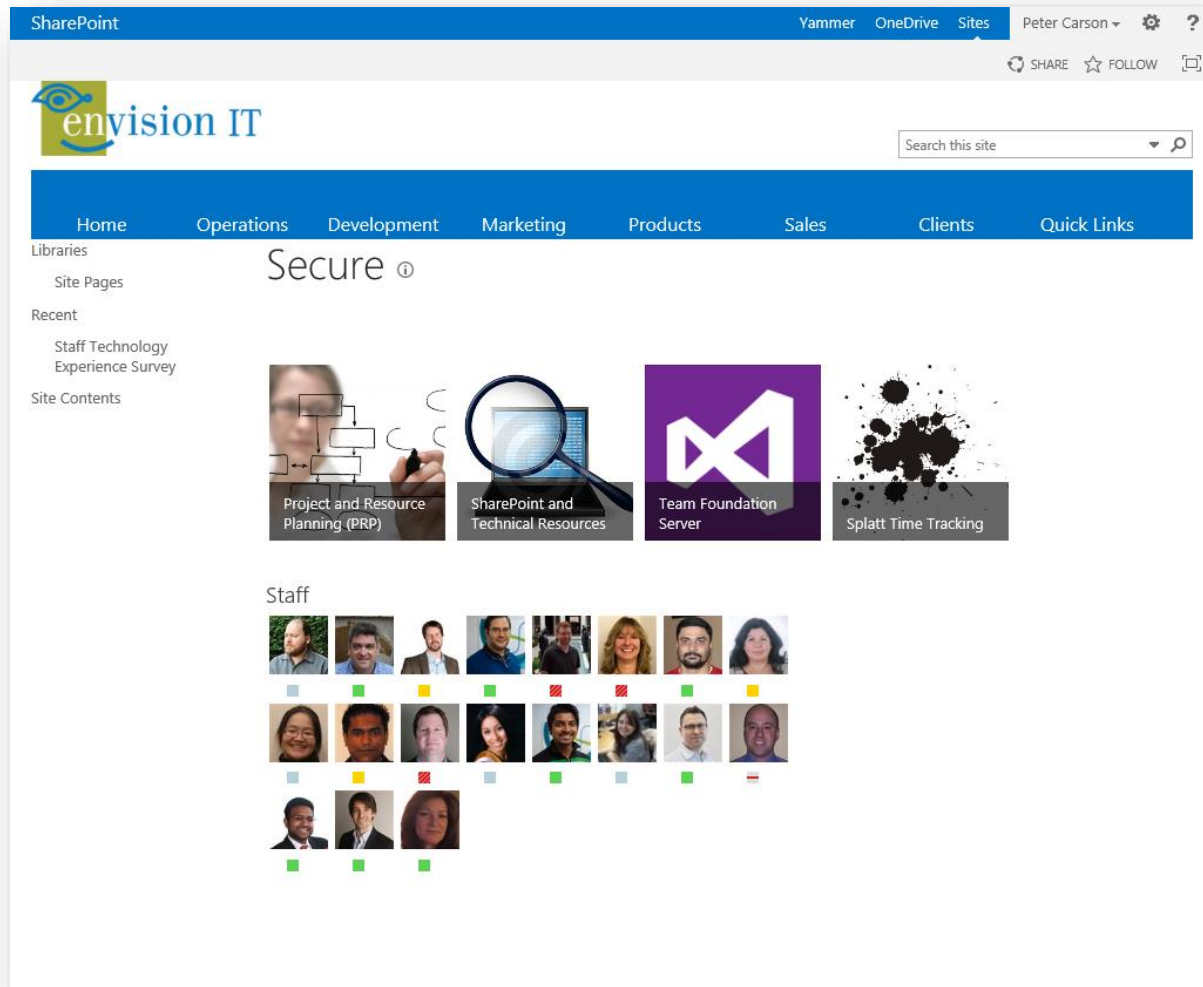
Content Matrix

Office 365 Migration API



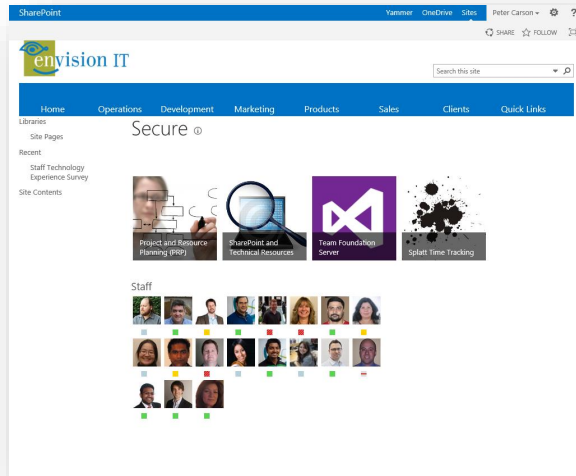
- <http://en.sharegate.com/blog/what-is-the-office-365-migration-api>
- Uses Azure for temp storage
- Dedicated import farm in Office 365 that is not throttled
- Up to 30 GB / hour throughput
- <http://en.sharegate.com/blog/how-to-use-office-365-migration-api>

Envision IT Scenario

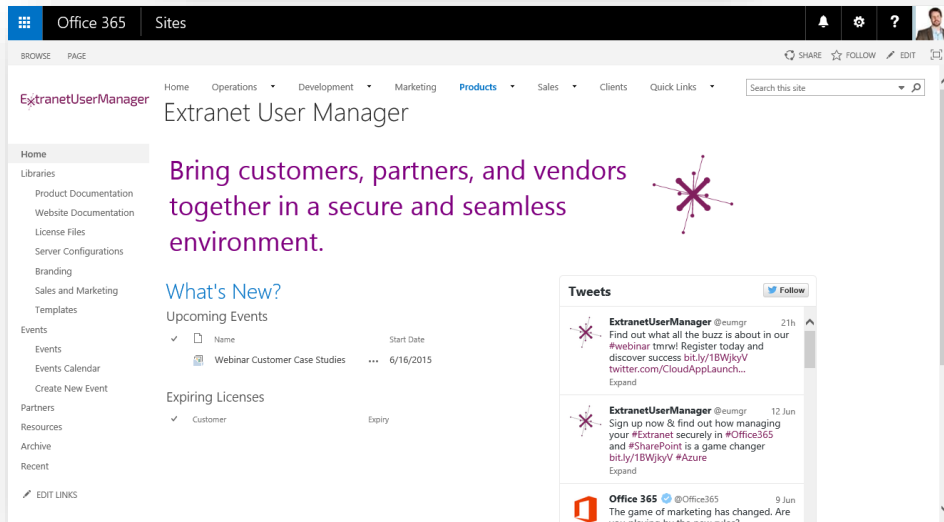


- Intranet and Extranet
- 110 GB content
- Can't move all of it to Office 365 yet
 - Some Extranet licensing challenges still being resolved

Hybrid SharePoint



- Co-existing in SharePoint 2013 and Office 365
- Migrated some sites with Sharegate
- Common nav across both sites



Recent and Upcoming Sessions

- Office 365 The Future is Now
 - June 9, 2015
- Office 365 Experience, Branding and Navigation
 - June 24, 2015 1:30 PM - 2:30 PM EST
- www.envisionit.com/Services/Events

QUESTIONS and Next steps

THANK YOU!
