

| QUESTION  | ANSWER BY IMPACT  |
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| <b>Questions from Contractor 1</b>  |   |
| Are you going to use Cloud only services (no link with on-prem AD)?   | Yes, cloud only   |
| Do we need to take care of the end user computer?   | For the split and migration itself, no, maybe later as part of service contract   |
| Are some devices integrated to AzureAD?   | No  |
| Are such devices using cloud service (Intune, Defender...)?   | No  |
| Change user profiles during migrations?   | No  |
| Do you already have a timeline of your project?   | We plan to activate the split around September/October  |
| <b>For Sharepoint</b>   |   |
| Do you want an exact copy of the ACTED sharepoint, or a new sharepoint site structure and design (new logo, layouts, menus, styling, sites / sub-sites, pages)? | Exact copy  |
| Did you create some custom features or apps in the ACTED sharepoint?  | No custom features or apps, but existing Enterprise Apps for connecting external services through SSO and user provisioning (Atlassian, Adobe, etc) |
| Do you want to remove some content from the ACTED sharepoint?   | No content should be removed, everything is to be MOVED from ACTED to IMPACT  |

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| If yes, please explain: sites, menu items, groups, data, apps...   | SharePoint sites (Teams and Communication) along with all the content (files, pages, doc libraries, posts, etc). No apps.  |
| Did you create users groups in the ACTED sharepoint ?  | Yes  |
| do you want an exact copy of the users groups or do we have to review the groups architecture ?  | Exact copy   |
| how many different groups?   | 62 – most are Teams group members, 365 licence assignment groups, or enterprise application account provisioning groups  |
| Do you have some external visitors with access to sharepoint sites?  | Yes we have some external tenant guest users for sharing 365 content   |
| Are all your documents in a single Sharepoint site? or in multiple sites? If multiple sites<br><br>how many sites?<br><br>are these sites specific to either ACTED or IMPACT, or mixed? (please explain) | 60 sites, mix of communication and teams sites<br><br>specific to IMPACT, it is clear which sites are to be moved and it will be a clean split – however some sites will have IMPACT and ACTED users after the split |
| Are documents of ACTED and IMPACT mixed together in some sites or folders and have to be split ?   | No mix, there's clear delineation  |
| For MS Teams   |  |
| How many Teams do you have?  | 38   |
| Do you want to re-create the same Teams than ACTED, or a new set of Teams?   | same   |

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| Do you want to remove some Channels from the ACTED MS Teams ?  | no   |
| Do you want to remove some Channels from the ACTED MS Teams ?  | no   |
| Do you need to migrate files and apps which were hosted on Teams channels?                                       | yes  |
| are these Teams specific to either ACTED or IMPACT, or mixed?  | Specific to IMPACT   |
| If yes<br>what apps did you integrate in Teams which need to be migrated to IMPACT ? (e.g: planner, trello, ...) | Adobe CS, Atlassian (Trello & Jira), Eurecia, TalentLMS, Wordpress   |
| do you have some external visitors with access to Teams channels which needs to be migrated?                     | External visitors would be three categories: 1) guests to whom we share 365 files with links – no need to migrate, we can re-share everything after split ourselves 2) guests invited to sharepoint – we do not have any today (or very few individuals HQ is not aware of), so nothing to be migrated 3) ACTED tenant users, which WILL have to be correctly set up |
| For OneDrive   |  |
| Are the data to migrate in a single OneDrive or multiple?<br>If multiple, how many?                              | Multiple<br>~300   |
| Are these OneDrives specific to either ACTED or IMPACT, or mixed?  | Specific to IMPACT   |

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| Do users have personal OneDrives which need to be migrated?<br>If yes is this volume included in the 2TB volume ?                                      | Yes, though the volume changes. An audit just before migration would be helpful so we act on current information.  |
| Do you have some external visitors with access to some OneDrive content ?  | Yes, but users will recreate their sharing links after the split if needed   |
| For PowerBI  |  |
| Can you explain more (do you need an exact copy or a rework, where are the data sources, and do the data sources require a split?)                     | We have 42 PowerBI reports, mostly based on static Excel and csv files, and two with external connections  |
| For Azure SQL  |  |
| How many databases are concerned?  | 1  |
| Do you want a copy or a split or the data ?  | Entire database. Hopefully no need for copy, we can just reassign the database ownership to the new tenant.  |
| Relationship between the tenants   |  |
| Can you explain the use cases, and the potential issues you already envision.  | We want to select a subset of the users in ACTED tenant post-split, and treat them as much as possible as internal users in our tenants. Visibility in global address directory, ability to add them freely to user groups and sharepoint sites, full integration of 365 collaboration features. |
| Regarding the file sharing, is this full access? or only a subset of the files which will be shared (therefore a dedicated file storage for sharing) ? | In the new IMPACT tenant, IMPACT will have both content exclusive to IMPACT that is not shared with ACTED, as well as content that is shared with ACTED  |

Regarding governance Sharepoint and Teams: Would you like to create an app to support a creation request workflow for new Sharepoint/Teams sites and therefore apply your specific validation rules, access rights, naming conventions, ...

SharePoint site creation will be possible only in HQ. Regular users will not have the power to create Sharepoint/Teams sites.

Questions from Contractor 2

Migration of data (SharePoint, OneDrive)

Do you need only to migrate files from the previous storage to the new one, or do you expect a global electronic document management project (data cleaning, new documents classification, record management, ...)?

only migrate files

Do you need to keep tracking logs and version history of files?

We don't need to preserve version history from the current tenant

Do you have only SharePoint documents libraries, or do you also need SharePoint sites migration? If you have SharePoint sites, do you have customization or apps to migrate?

We have sharepoint sites (aspx pages and navigation), no customization or apps

Do you need to migrate Teams channels and configuration?

Yes, but custom configs are minimal

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| Do you have specific apps configured in your Office365 groups (Planner, OneNote, ...)?  | no   |
| We do not have elements to estimate the cost of Azure subscription and Office365 tenant, can you confirm that these elements are not part of this call for application?                 | We would like to migrate one subscription in its entirety, meaning re-attach it to the new tenant and recreate user permissions. Services within the subscription would be preserved as-is |
| What are the constraints regarding the timeline of this split?  | Expected implementation September/october  |
| What kind of maintenance services do you expect: 8*5, language(s) etc.?   | 8-5 is fine (maybe 9-6 if possible to align with our working hours), English and ideally French too  |
| Technical and financial offer   |  |
| You talk about “per user costs”, but as many support tasks are not linked to user support, we can only propose these services as time and material. Is it something acceptable for you? | yes  |
| PowerBI   |  |
| How many reports do you have?   | 42   |
| How many data sources do you have? To what kind of data are they linked to (Excel, Azure SQL, SAP, ...)?  | Primarily sharepoint excel and csv files, two external data connectors (Kobo toolbox and google analytics)   |
| Do you have gateways to on-premise sources?   | no   |
| Relationship between the two tenants  |  |

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| <p>Once splitted the two tenants will be independent, and the interoperability will be limited</p>                    | <p>we'd like to retain maximum interoperability possible</p>  |
| <p>File sharing can be performed by connecting two tenants in OneDrive, but what do you mean by directory access?</p> | <p>Users in new tenant can browse directory of users in old tenant and vice versa. They'd have default permissions to view calendar free/busy information. Ideally, there would be finer level of control on permission of sharing, so apart from the usual 1) internal, within each tenant 2) external, outside of tenant, we'd also have 3) with the trusted old tenant. If that's not possible, then ideally 3 would behave more similarly to 1 than to 2.</p> |