

**Microsoft 365 Enterprise** – Provides intelligent tools that allows organizations and employees work where and how they want. It facilitates mobility and the hybrid work environment and keeps managers and teams connected. Allows for Emails, shared files and live document editing from anywhere.

**Major Components:**

- Exchange\Email\Calendar\Shared Folders\Archiving\Security and Compliance
- Microsoft Office Applications\Cloud and Local
- Communication\Collaboration – Microsoft Teams\Chat\One Drive\SharePoint

**Project Phases:**

- Planning
- Implementation
- Migration

**Estimate Costs:** Project \$80,000. Ongoing annual Licensing \$45,000.  
Annual Costs Offset (\$21,000 Office, Microsoft Exchange\SQL \$3500)  
Other potential longer term savings (Email Archiving\Discovery\Filtering)

Project has significant support from Department Heads and Staff. Project length is 18 months and I am recommending that we begin the planning phase in 4<sup>th</sup> quarter 2021 which would require a supplemental budget.