



Novartis

Microsoft SharePoint Upgrade Support SharePoint 2007 to SharePoint Server 2010

Project: Novartis Migration Support
Issue: 2.1: 14 Apr 2010

1.0 Introduction

This initiative will provide staff augmentation services around the upgrade and migration of SharePoint 2007 infrastructures and content to SharePoint.

EPC Group personnel assigned will work on any and all SharePoint assigned tasks related the assessment, planning, installation, configuration, execution, and validation of migrated content as determined by Novartis stakeholders.

EPC Group will provide a resource capable to analyze existing and future state environments, sites, and content as required within the scope of this initiative.

EPC Group will only invoice Novartis for the consulting hours, expenses, and other costs directly associated with this initiative, up to but not exceeding the hours defined in section 2 on page number 4 herein. EPC Group will submit weekly time sheets and bi-weekly invoices for the duration of the engagement.

1.1 Upgrade and Migration Support

This engagement will deliver services around the migration of 1 or more SharePoint Farms from SharePoint 2007 to SharePoint 2010. This includes all web applications, site collections, sub-sites (webs), and objects stored in one SharePoint farm to another. The actual method and process will be defined throughout the course of this engagement. All plans and activities will be approved and coordinated and/or executed by Novartis staff or resources.

EPC Group will perform on-site staff augmentation services to Novartis. This effort will include:

- Infrastructure and content analysis pre-upgrade and pre-migration.
- Planning services and support to define all risks, processes and procedures for executing a successful farm upgrade to SharePoint 2010.
- Standing up new or sandbox environments in SharePoint 2010.
- Best practice migration support which includes:
 - Preparing documentation of the steps to be followed.
 - Preparing documentation of post-migration steps to validate content.
 - Scripting support and process validation (PowerShell, STSADM, or 3rd party tools).
 - Remote or on-site assistance during actual migration execution.

1.2 Functional Support in Scope

The following items are in scope for this engagement:

- Perform requirements gathering workshops or sessions with key participants
- Perform analysis and design services
- Perform development and deployment services

3 Terms of Engagement

3.1 Engagement Logistics

For any on-site support, Novartis agrees to provide a secured work area with adequate lighting, desks, telephones, timely access to all personnel (including customer-designated Project Manager), resources (including all necessary hardware, software, network equipment, etc.) and requested information that is deemed necessary to ensure that EPC Group can fulfill its commitments as stated herein.

EPC Group reserves the right to charge a shift differential if a consultant(s) is called upon to work third shift, or carry a pager and respond to emergency situations during off-hours on a continuing basis.

To initiate work, Novartis must sign and submit an authorized Purchase Order (PO) with the signed SOW. EPC Group will staff this engagement only after EPC Group receives an authorized PO for the estimated cost of this effort referencing this statement of work, and accompanied by this signed agreement.

3.2 Acceptance Agreement

Statement of Work Acceptance Signatures			
EPC Group		Novartis	
Signature:	[SIGNATURE REDACTED - ORIGINAL RETAINED BY EPC GROUP]	Signature:	[SIGNATURE REDACTED - ORIGINAL RETAINED BY EPC GROUP]
Name:	Errin O'Connor	Name:	[CLIENT SIGNATORY NAME REDACTED]
Title:	Founder & CEO	Title:	Executive Director
Date:	4/14/2010	Date:	4/14/2010