



Seamless SharePoint 2010 to Office 365 Cloud Migration

Modernizing document management and HR workflows through a zero-disruption migration to SharePoint Online to reduce infrastructure overhead.

Overview

We executed a comprehensive migration of the client's intranet from SharePoint 2010 to Office 365 Business, covering HR, Business, and Collaboration subsites.

- Delivered a 100% automated archival system and enhanced HR module, reducing manual effort and licensing/maintenance expenses.
- Achieved zero disruption to daily operations while successfully migrating high-volume data exceeding the standard 5,000-record threshold.



Client Profile

Headquartered in the UAE with global operations, this client specializes in technical recruitment and expatriation for mission-critical industries. They manage a complex workforce across 37 countries, requiring highly available and secure cloud-based document management.

Hardware Obsolescence and Inefficient Workflows

The legacy on-premise infrastructure had become a bottleneck for the client's growing global operations:

- **Outdated Infrastructure:** Escalating costs for hosting, storage, and specialized operations staff to maintain aging hardware.
- **Process Latency:** Manual archiving of employee-related documents was time-consuming and prone to delays.
- **Data Threshold Issues:** Existing records exceeded the 5,000-item view limit, leading to performance degradation in the legacy system.
- **Complex Approvals:** A slow, manual approval cycle for contracts and bonus letters hindered HR productivity.

Solution: Automated Cloud Governance and Migration

We implemented a modern SharePoint Online portal to centralize employee profiles and contract management. Using Sharegate, we migrated all legacy data—including full version history—to the cloud. To ensure a smooth transition, we built a staging environment for data cleansing before the final cutover.

Key technical optimizations:

- **Workflow Automation:** Utilized SharePoint Designer workflows to automate document approvals and payroll notifications.
- **Smart Archival:** Developed an automated deactivation and archival engine that triggers based on employee relieving dates.
- **Performance Tuning:** Overcame the 5,000-record threshold by creating filtered, year-wise indexed views for seamless data retrieval.
- **UI Preservation:** Leveraged jQuery and customized Designer Forms to maintain a familiar "look and feel" for users while adding modern functionality.

Key Features and Technical Highlights

- **Auto-Population Engine:** Fields are automatically populated based on uploaded document types to minimize manual data entry.
- **Role-Based Notifications:** Targeted alerts for managers, HR, and legal teams to streamline cross-departmental coordination.
- **Advanced Document Search:** Integrated Employee ID dropdowns within the search interface for rapid document retrieval.
- **Custom Quick Launch:** Personalized navigation for frequently accessed business and collaboration links.

Impact

- **Cost Reduction:** Significantly lowered expenses related to server maintenance, physical equipment, and software licensing.

- **Operational Efficiency:** Automated the end-to-end archival process and document approval cycles, saving hundreds of administrative hours.
- **Enhanced Visibility:** Provided managers and HR leads with real-time dashboards and automated notifications for better oversight.
- **Data Integrity:** Improved accuracy and accessibility of critical contracts and expatriation documents via structured cloud storage.

