SharePoint Migration for Christchurch Casino

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ABSTRACT

This paper is introducing a project untaken by Christchurch Casino. The project aims to improve operational efficiency by redesigning Active Directory to best practice, and then to migrate data from a File Share server to multiple SharePoint Libraries. The benefits of SharePoint integration include centralized storage, version control, document management capabilities, seamless Office 365 integration, and advanced security features. Utilizing Kanban for project management to ensure progress monitoring.

Keywords: Active Directory, SharePoint, Design, Testing, Validation, Kanban

1. INTRODUCTION

The Casino opened in November 1994 and is a well-established company. It offers a range of entertainment with the primary focus being on Gambling. They have over three hundred staff, across twenty departments. The Casino prides itself on host responsibility as well as providing exceptional customer service, while being compliant with the law.

Ara Institute of Canterbury is a tertiary education provider here in Canterbury. They offer students hands on opportunities with real world hardware to learn and develop their skills to prepare for the real world of IT work.

This paper is an overview of the project which involved designing, testing and implementing changes to Active Directory (AD), and then migrating the files from a File Share server to multiple SharePoint libraries.

Figure 1

SharePoint Migration for Christchurch Casino Poster
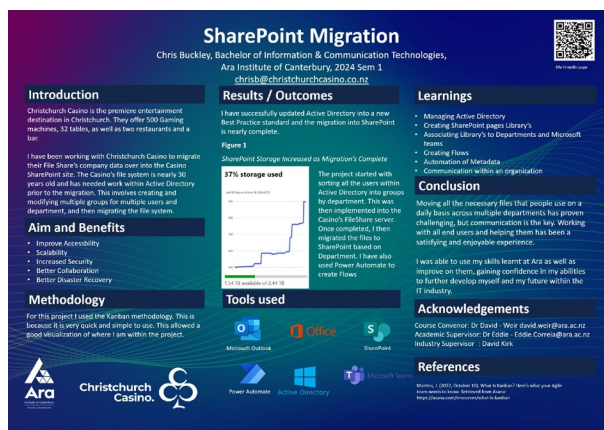
2. PROJECT DETAILS

Christchurch Casino has been in business for almost Thirty years. Over that time new departments have appeared, people have come and gone and so AD while functional has not been maintained to a best practice standard. Part One of the project is to change modify the current AD following best practice by utilising Security Groups to simplify and reduce the workload of current staff.

Once part One of the project has been completed the, Part Two is to migrate the data from the File Share servers, across into SharePoint.

SharePoint offers many benefits and features that the Christchurch Casino would like to utilise. Some of the benefits are listed below:

- Centralized Storage: All files will be stored in one secure location, accessible to authorized personnel from anywhere, promoting easier sharing and collaboration.
- Version Control: SharePoint allows for version history, ensuring that everyone is working with the most current document, minimizing confusion and errors.
- Document Management: It provides robust tools for organizing documents, tagging them with metadata, and setting permissions, making it easier to find and manage files
- Integration with Office 365: Seamless integration with other Office 365 apps such as Teams, Outlook, and OneDrive simplifies workflows and enhances productivity.
- Security: SharePoint offers advanced security features, including encryption, access controls, and compliance capabilities, ensuring that our data remains protected.

Project Goals:

- Modify AD to best practice
- Adjust File Shares security settings to best practice
- Complete testing to minimise disruption
- Migrate to SharePoint
- Documentation of the process

Academic Goals:

- Use Kanban project management in real world
- Gain in-depth knowledge of processes for designing and testing

- Learn about a variety of tools used in a workplace environment.

3. PROCESS

3.1 Risk Management

For Risk Management the Microsoft Risk Management Framework. This framework is used to identify potential risks and then how to handle them should they occur (Microsoft, 2002).

Each risk was assessed based on its potential consequences, probability, and impact values to determine an exposure score. Mitigation strategies were outlined, along with contingency plans for when the risk occurred, and factors that could trigger it. The risk table is updated as the project goes on.

3.2 Quality Assurance

Quality Assurance (QA) was done by using the Virginia Tech Quality Assurance model (Division of Information Technology, 2024). This provided a process to ensure academic and industry deliverables will meet the expectations of all stakeholders.

The model uses a table that outlines what the deliverable is, the standards of the delivery, as well as the activity that it involves. It then outlines who is responsible for it as well as the frequency and deadline for the task.

3.3 Kanban

The Kanban methodology was used for project management for this project. It was used because Kanban is effective at providing a visualization of the tasks and work needing to be done. The purpose of Kanban is to help optimize productivity and to optimise workflow (Martins, What is Kanban? Free Kanban template, with examples, 2024). The Kanban board was created using Monday.com with just three simple stages. They were "Stuck, working on it and Done"

4. PROJECT OUTCOMES

Plans were made for AD modifications. Removal of Security Identifiers (SIDs) was the first step. These SIDs were from previous employees that no longer worked at the Christchurch Casino and the accounts had been deleted from AD.

Then new groups were made in AD for employee roles. These new groups were to be used for the File Shares later. Testing was done to ensure no one would lose access while changes were being made.

Once AD was complete the File Shares needed to be modified. The past setup was to add individuals to directories as needed, but as the company grows this gets too hard to manage.

Individuals were now added to the groups created in AD and this was then used for File Share access. In the future, new users only need to be added to their role to get access to the files they will need.

The next step of this project was to migrate a specific set of directories to SharePoint.

Testing was done by creating libraries for different departments and then using different methods to move the data across.

The Microsoft Migration tool was first used and while it was successful in moving data across the worry was that it would miss data that people would need, and it would also move it to a place that people might not be able to locate easily in the future.

The next best method we found was to talk to our staff and end users and manually be with them to move the data that they wanted. While this approach is slower, it allowed them to be involved and have a say in what they want and what files they require. It also gives them a chance to start fresh and reorganize their workflow. They are now using Microsoft Teams to access files to and from SharePoint.

5. CONCLUSION

The result of this project is that the Christchurch Casino now has a functional SharePoint document Library that spans across multiple departments that is being utilised to increase workflow and productivity as well as allowing for easier file sharing with other departments. While there are a few departments left to go I am confident that we will finish the process.

6. REFERENCES

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