

# Proposal: Temporary Migration to Microsoft SharePoint

## 1. The Current Situation

Due to the recent physical server issues that corrupted many of our files, we urgently need a secure platform to store and manage the data we managed to save. Honestly, relying on a physical server is no longer relevant for our daily operations. We do not run any complex databases. Our work revolves entirely around sharing and editing files. Maintaining a physical server just for file sharing is both risky and unnecessary.

Since we are in the middle of developing our own internal system, we need a reliable temporary solution. We propose using Microsoft 365, specifically to use **SharePoint** as our central file storage until our new system is fully ready.

## 2. Why SharePoint? (The Advantages)

SharePoint is built exactly for what we do. Here is why it fits our current needs perfectly:

- **Perfect for our size:** We only use about 250 GB of storage. SharePoint provides 1 TB (1000 GB) per user, which is more than enough space for our files.
- **Concurrent Access:** Everyone on the team can access, open, and edit the same document at the exact same time without locking each other out. No more "File in Use" errors.
- **High Security & Backup:** Microsoft has top-tier security protocols. Our files are backed up in the cloud, meaning even if a physical computer breaks or gets infected locally, the core files remain safe online.
- **Seamless Sharing:** We can easily share secure links to files instead of sending heavy email attachments.

### 3. The Catch (The Disadvantages)

While SharePoint is great, there is one major downside to this plan: **Under-utilization of the subscription.**

When we subscribe to Microsoft 365, it naturally comes with email hosting (Outlook and more). However, we already have our official company email domain set up, and it is currently being managed by an external IT contact. Migrating our existing emails into Microsoft 365 is a complicated process and would be a huge headache to coordinate with the person currently managing our domain.

Because of this, we will *only* be using the SharePoint feature of the subscription. We are essentially paying for a full package but actively ignoring other features just to avoid the hassle of migrating.

### 4. Microsoft 365 Business Cost Comparison

Since we are doing this strictly for file storage, here is a breakdown of the costs (estimates based on current pricing in Malaysia) to help us decide:

| Plan                                   | Estimated Cost (per user/month) | Key Features                                                                 |
|----------------------------------------|---------------------------------|------------------------------------------------------------------------------|
| <b>Microsoft 365 Business Basic</b>    | ~ RM 14.99                      | Web apps only, 1 TB cloud storage, SharePoint, basic security.               |
| <b>Microsoft 365 Business Standard</b> | ~ RM 47.99                      | Everything in Basic + fully installed Desktop apps (Word, Excel, etc.).      |
| <b>Microsoft 365 Business Premium</b>  | ~ RM 96.99                      | Everything in Standard + advanced cyber threat protection device management. |

## 5. Management Decision

### Option 1: Microsoft 365 Business Basic

Microsoft 365 Business  
Basic (no Teams)

Lightweight web and mobile apps to  
kickstart your business

USD\$2.70

user/month, paid yearly

(Annual subscription—auto renews)<sup>1</sup>

Price does not include tax.

Buy now

Try for free

*With this plan, staff can only use Word, Excel, and PowerPoint inside a web browser (no desktop apps included).*

- **Pros:**
  - **Lowest cost:** At ~RM 14.99 per user/month, it is the most budget-friendly option.
  - **Covers our core need:** Provides full access to SharePoint and 1 TB storage, easily fitting our 250 GB of files.
- **Cons:**
  - **Web-only limitations:** Working entirely inside a web browser can feel clunky. Staff lose some advanced formatting tools, and loading large or complex legal documents in a browser tab can be slower than using standard desktop software.

## Option 2: Microsoft 365 Business Standard

### Microsoft 365 Business Standard with Copilot (no Teams)

Powerful desktop, web, and mobile  
apps combined with Microsoft 365  
Copilot Business

# USD\$20.30

user/month, paid yearly

(Annual subscription—auto renews)<sup>1</sup>

Price does not include tax.

Buy now

Try for free

*This includes everything in Basic, plus the ability to install full Microsoft Office apps directly onto PCs and laptops.*

- **Pros:**
  - **Familiar workflow:** Staff can open and edit SharePoint files using the full desktop versions of Word and Excel. There are no browser lags or missing formatting features.
- **Cons:**
  - **Higher price:** At ~RM 47.99 per user/month, it costs more than triple the Basic plan.
  - **Potential overlap:** If our office computers already have working desktop versions of Microsoft Office installed, we would be paying extra for software we already have.

### Option 3: Microsoft 365 Business Premium

#### Microsoft 365 Business Premium with Copilot (no Teams)

Everything your business needs to be more productive and secure combined with Microsoft 365 Copilot Business

## USD\$28.80

user/month, paid yearly

(Annual subscription—auto renews)<sup>1</sup>

Price does not include tax.

Buy now

Try for free

*This includes all desktop apps plus advanced enterprise cybersecurity and remote device management.*

- **Pros:**
  - **Maximum security:** Offers the highest protection against ransomware, phishing, and data leaks, which is valuable when handling confidential client records.
  - **Device control:** Allows IT to wipe files remotely if a staff laptop is lost or stolen.
- **Cons:**
  - **Most expensive:** At ~RM 96.99 per user/month, it is a significant monthly expense.
  - **Over-complicated for a temporary setup:** These security features require proper IT configuration to be useful. Since this is only a temporary bridge while our own internal system is being developed, setting all of this up may not be worth the time and money.

## 6. Estimated Costs for 25 Staff

Since we only need SharePoint for file storage and already have our own communication setup, we can choose the **"Without Teams"** versions of these plans. This saves us money.

Microsoft offers two ways to pay:

1. **Pay Monthly (Flexible):** You pay month-by-month but the price is slightly higher.
2. **Pay Annually (Upfront):** You commit and pay for the whole year at once, which gives a discounted rate.

Here is the exact breakdown for our **25 staff members**:

### Option A: Microsoft 365 Business Basic (No Teams)

- **If we pay Monthly:** RM 14.75 per user.
  - Monthly Total for 25 staff: RM 368.75
  - **Total if paid for 12 months: RM 4,425.00**
- **If we pay Annually (Upfront):** RM 12.30 per user / month.
  - **Total paid upfront for 1 year: RM 3,690.00**
- *The Difference:* We save **RM 735.00** a year if we pay annually upfront.

### Option B: Microsoft 365 Business Standard (No Teams)

- **If we pay Monthly:** RM 47.18 per user.
  - Monthly Total for 25 staff: RM 1,179.50
  - **Total if paid for 12 months: RM 14,154.00**
- **If we pay Annually (Upfront):** RM 39.31 per user / month.
  - **Total paid upfront for 1 year: RM 11,793.00**
- *The Difference:* We save **RM 2,361.00** a year if we pay annually upfront.

### Option C: Microsoft 365 Business Premium (No Teams)

- **If we pay Monthly:** RM 102.69 per user.
  - Monthly Total for 25 staff: RM 2,567.25
  - **Total if paid for 12 months: RM 30,807.00**
- **If we pay Annually (Upfront):** RM 85.57 per user / month.
  - **Total paid upfront for 1 year: RM 25,671.00**
- *The Difference:* We save **RM 5,136.00** a year if we pay annually upfront.

## Summary of Price Gaps Between Plans (Based on Annual Upfront Payment)

If management decides to pay annually, here is how the costs compare between the tiers:

- Upgrading from **Basic** to **Standard** costs an extra **RM 8,103.00** per year (just to get desktop apps).
- Upgrading from **Standard** to **Premium** costs an extra **RM 13,878.00** per year (to add advanced IT security).

## 7. Migration Execution Plan

Once management selects a Microsoft 365 plan, we will execute a careful, step-by-step migration to ensure no further data is lost or compromised. Given the previous corruption issues on the physical server, we will follow this 5-step controlled move plan:

### Step 1: Check (Data Audit & Clean-up)

- **Action:** Identify usable, damaged, and duplicate files.
- **Details:** Before moving anything to the cloud, we will scan the existing 250 GB of data. We must strictly separate the corrupted files from the healthy ones. We will also clear out unnecessary duplicate files to ensure a clean, efficient upload.

### Step 2: Prepare (System Setup & Permissions)

- **Action:** Create staff accounts, folders, and access permissions.
- **Details:** We will register the 25 user accounts (bypassing the email setup to protect our current domain). We will then build the folder structure in SharePoint and configure strict security permissions so that confidential legal documents are only visible to the correct staff members.

### Step 3: Test (Pilot Run)

- **Action:** Move one small group of files first.
- **Details:** We will run a small-scale trial by uploading a batch of non-sensitive files. A few staff members will test opening, editing, and sharing these files concurrently to confirm there are no "File in Use" errors or permission blocks.

### Step 4: Move (Batch Migration)

- **Action:** Migrate the remaining files in controlled batches.
- **Details:** Instead of transferring all 250 GB at once, the data will be uploaded in structured phases (for example, by department or by active cases). This prevents network overload and ensures no files are dropped during the transfer process.

### Step 5: Confirm (Validation & Server Retirement)

- **Action:** Check file totals, access, and recovery.
- **Details:** As the final step, we will verify that the total file count and storage size on SharePoint perfectly matches the healthy data.

## 8. Final Consideration

Before management makes a final decision on which plan to choose, or whether to commit to a monthly or annual payment, there is one crucial factor to consider: **Our own Legal Management System is currently in development.**

Once our proprietary system is launched, it will directly solve this entire file-sharing issue. All our files and workflows will be migrated into our own system, meaning we will no longer need Microsoft SharePoint.

Therefore, this Microsoft 365 proposal is strictly a **temporary bridge**.