

NHS Unite Front Door Kick Off

11 March 2026

1:30 PM – 2:30 PM

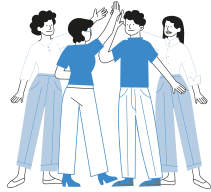


Agenda

- 01 Welcome Message
- 02 Scope Recap
- 03 Front Door Journey Recap
- 04 Key Responsibilities
- 05 Support
- 06 Next Steps

Welcome to the Unite Migration Journey

You have been selected for the Unite migration journey.



Thank you for submitting your Pre-Entry Survey, your efforts so far have brought you to this stage.



This Kick-Off session officially marks the **start of the Front Door stage**, which is the foundation of your migration journey



What to expect

Today we will explain:

- ✓ The rest of the Unite Journey
- ✓ What support you will receive from us
- ✓ What the Front Door entails



What we'll be helping you with

We're here to make your move to the new **NHS.net Connect tenant**. In the Unite Migration Programme, we'll help you move your key Microsoft 365 workloads and be by your side every step of the way.

We'll manage the migration of these workloads automatically, so you don't need to worry about the technical details.



Exchange
Online

Email data within user mailboxes, shared mailboxes, resource mailboxes, and online archives.



OneDrive

Recent versions of files, folders, and their metadata.



Teams

Teams and channels (including private), along with associated SharePoint files and team-level permissions.

Team and communication sites, lists, libraries, certain web parts (supported by migration tooling), pages, files and site-level permissions.



SharePoint

Note:

After the migration, only a site's top root-level (site-wide) permissions can be retained. This means any unique permissions- such as those set on specific libraries, folders, or individual files - **will not be carried over**. If your team has applied unique access restrictions (e.g., for sensitive files like payroll data), these will be lost during the move and those files will be accessible to all users who have access to the root site. **Please review and update your SharePoint site permissions and structure before the migration** to ensure sensitive information remains protected.



Planner

Tasks, buckets, plans and metadata linked to Teams or M365 Groups (converted into Teams if needed).

What we'll be helping you with

Tools your organisation will need to move **with help from the Unite team**



These workloads won't be moved automatically by the Unite team. We'll give you clear guidance and step-by-step instructions to help you complete the process.



Power BI



Powerapps



Power Automate



Microsoft Forms



Microsoft Bookings and Shifts



How we'll support you

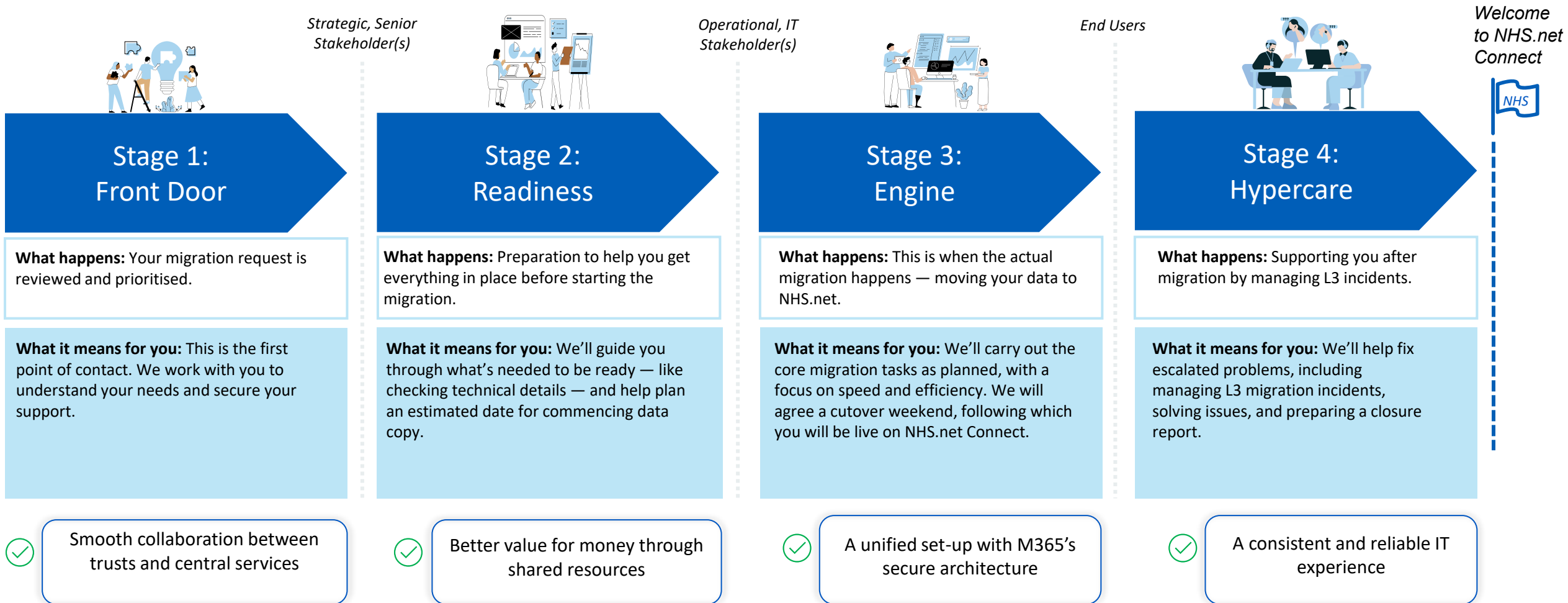
- **Pre-engagement and planning:** During the Front Door stage, the Unite team shall onboard you into the Programme and provide clear guidance on what to expect.
- **Preparation:** During Readiness, you shall be directed to self-serve step-by-step guidance and resources to tailor to your specific needs and migrate workloads at your own pace.



We know change can feel challenging, but you won't be doing this alone. The Unite team is here to make sure your migration journey is clear, and your Org is well-equipped with the guidance and materials needed to help you manage a smooth transition to NHS.net Connect.

Understanding stages of your migration journey

A step-by-step process through four stages to clearly guide your organisation from first contact through to ongoing support.



A reminder to perform data quality review and cleansing to ensure accuracy and quality ahead of migration

Where are you in the Front Door journey?

Week 0



1. Pre-Entry Survey

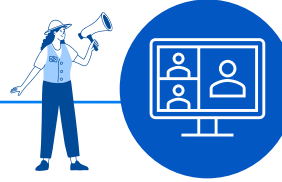
The link in migrate.nhs.net is the UNITE Programme Pre-Entry Survey link



2. Front Door Slot Confirmed

Receive a notification from the Unite team confirming your Front Door slot for your NHS.net migration journey Kick-Off session

You are here



3. Attend your Kick-Off Session

Attend your Kick-Off session to learn about the Front Door pre-requisite checklist criteria, the remaining stages of your migration journey and setting your Org up for success



4. Discovery Scripts:

Receive & run the discovery scripts from the Unite team

The activities below do not necessarily need to be completed in sequence. This is an indicative flow to demonstrate what we have seen previously.



7. Create UNITE Team Engineer & Service Accounts:

Details will be provided for you to create accounts locally, enabling us to carry out Readiness activities without delay



6. Raise Blockers:

Raise any known IG or clinical blockers and initiate local DPIA and hazard log†



5. Licensing:

Licensing plan understood and next steps identified



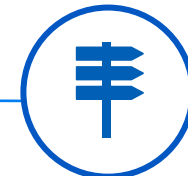
8. Enter Readiness Queue

Upon receipt of engineer account credentials and completed script reports, your org will receive a slot to move to the Readiness stage of the migration programme



9. Complete task tracker tasks

Complete any outstanding tasks in our task tracking application, including returning a signed collaboration agreement



10. Exit Front Door

Orgs successfully meet the Front Door criteria and are ready to move to the readiness stage once a slot is available



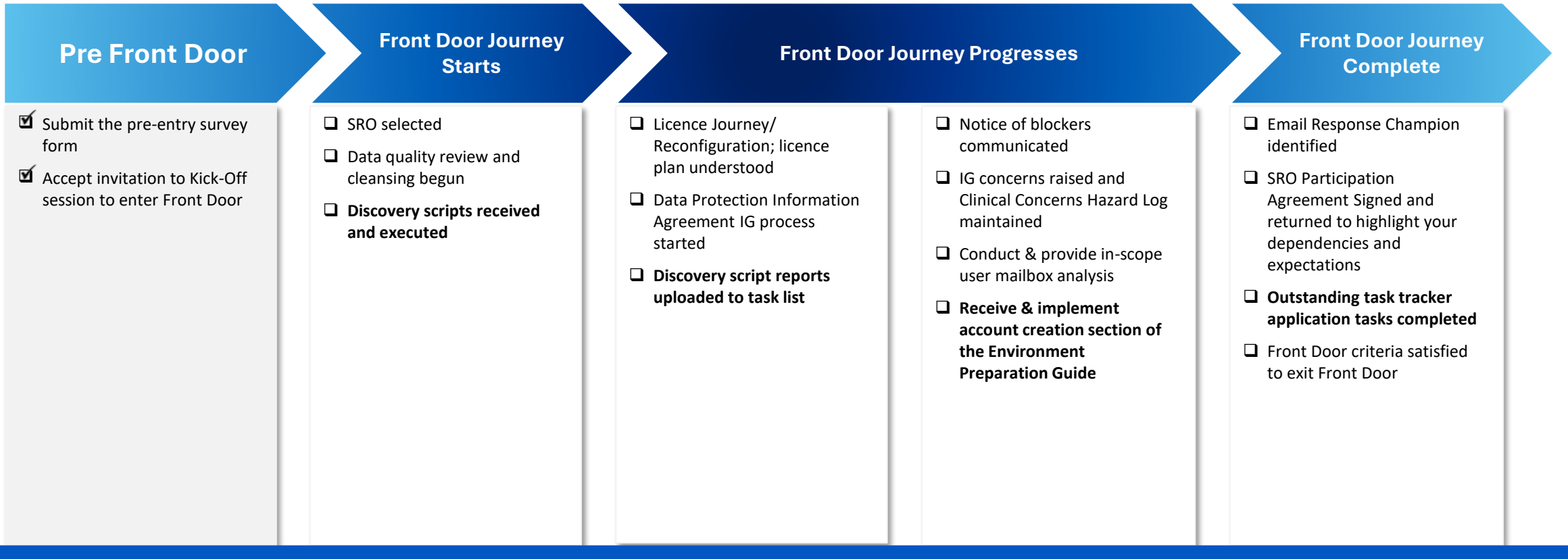
Readiness

Ongoing Support
Throughout your migration journey, you will receive **guidance** and attend weekly working groups to give you the knowledge and confidence to **progress smoothly**

Where might activities fall in Front Door?

These activities don't have to be completed in this order, but this is what we'd recommend

 Tasks displayed in **bold** are key tasks



What are the key responsibilities you'd need to cover for the programme?

Programme

Focus Areas

- Strategic Alignment
- Risk Oversight

- Overall programme delivery
- Timeline planning
- Stakeholder coordination

- Data Protection Information Agreement
- Clinical Hazard Review
- Information security & compliance

Change & Communication

Focus Areas

- Communications
- Training & awareness
- User journey experience

Technical

Focus Areas

- Data readiness
- Endpoint and application compatibility
- Migration scope validation

- Administration of Exchange and O365 services & migration

- System admin & operational readiness

How have other local organisation teams been constructed previously?

Programme

SRO

Project Manager

IG Liaison*

Change & Communications

Change & Comms Lead

Change & Comms Support*

Technical

Engineering/IT Lead*

Exchange & O365 Engineer


*these roles only assisted the programme at specific points

Your checklist for this Front Door phase




Completing this checklist will help you progress towards the Readiness stage:



✓ SRO appointed	✓ Discovery Script reports returned	✓ Engineer accounts created
✓ Licensing plan understood	✓ Task tracker tasks completed	

While you work on the above items, we will:



✓ Analyse your discovery script reports	✓ Review your completed tasks in the task tracking application	✓ Help you with your blockers 
✓ Provide supplementary comms material & guidance	✓ Host webinars & working groups	✓ Plan the rest of your journey



What channels of support are available to you?

Communication channels available to you during the migration journey



Viva Engage & SharePoint Site

- Provides a central hub for peer-to-peer support and sharing experiences across organisations
- You can access general migration information, updates, and guidance all in one place
- Useful for staying connected with the wider community and learning from others on the journey



Migrate.nhs.net

- The main information library: guidance documents, FAQs, updates, and key links. Example - [Licensing Pre-Requisites – NHS.net Transition Guidance](#), [Unite Migration Programme FAQs – NHS.net Transition Guidance](#)
- Acts as your reference point for templates, step-by-step guides, and support material



MigrationTeam Mailbox

- Announcements and important updates will be shared through this mailbox



Webinars & Working Groups

- Webinars give you live, visual walkthroughs of processes, key milestones, and guidance
- Working groups provide space to ask questions, discuss blockers, and get updates on progress
- Held regularly to keep you informed and help you prepare for upcoming stages



Escalation Forums

- For issues that are complicated in nature, we will have forums in place to discuss them and unlock your migration journey
- Your stage lead will be your escalation point for the relevant forum



UNITE Team bridges the working groups and the escalation forums



What are your next steps?

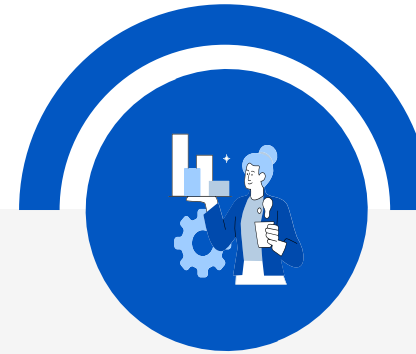
Immediate next steps for your organisation



Get access to the tasklist
PowerApp



Download & run the discovery
scripts



Start creating engineer and
service accounts

Thank you

