Appendix 1 - MS365 Licence Requirements

MS365 Licences

- MS365 is a bundle of services which includes Office 365 for mail and calendar, the MS productivity suite and more advanced security features.
- There are various licencing stock keeping units (SKU) with MS to meet our business needs and ensure the best return of investment. For simplicity, we will shortlist our service areas into three user profiles as part of this project. This is based on our experiences with other authorities already using the product and recommendations made from Microsoft licencing experts.
    - Basic Profile - MS365 E1 licence package
    - Standard Profile - MS365 E3 licence package
    - Advanced Profile - MS365 E5 licence package

- As part of this exercise, we will also determine the licence procurement model most suited for our business needs. The two core options are as follows:
  - CSP (Cloud Solution Provider)
    - Billed monthly
    - Flex up and down
    - Onboarding
    - Most flexible
  - Enterprise Agreement
    - 3 year agreement
    - Prices will be fixed
    - You can predict your budget
    - Deeper discount

- The MS365 subscription includes the online productivity suite, i.e. Word online. It also includes the latest version of the desktop client of the productivity suite, i.e. Word 2019.
- The subscription does not include downgrade rights to the desktop applications. This means that only the latest version of the productivity suite can be installed. There may be implications for back office system compatibility if only earlier versions of the suite such as Word 2016 are certified by our suppliers.
- These implications will be investigated further in this project. Possible mitigations include:
    - Use Office 2013 applications where necessary for back office integration.
        - End of Support for Office 2013 is April 11th 2023.
        - We are already licenced for the following so there would not be additional considerations:
            - Office 2013 Standard for 210 users
            - Office 2013 Professional for 20 users
    - Continue to work with our suppliers or consider alternative systems to ensure our business systems will be compatible with MS365 in a suitable time frame