

What is this Project about?

To mitigate risk of cybersecurity breaches and align to security best practices.
Ensuring that our staff and students can work safely, and Queen Mary data is protected.

To begin this journey with implementing protection to our front-line, end-point devices by eliminating the unmanaged/self-managed estate we have across Queen Mary and adopting out QM centrally Managed Service.

This is a phased roll-out and can be achieved without any need for you to be present on campus if you have a desktop, however if you have a laptop you will have to at some point drop this off at our Mile End Campus.

Checklist...

- ☒ This is your 'Primary' device – QM funded* ☒ This is not a Research Grant Funded/your own device

* This is the device provided to you as a new starter/employee at Queen Mary, thus returned to Queen Mary on the termination of your employment.

What does the roll-out involve?

You will typically fall into 1 of 4 scenarios:

Scenario	Your principle (QM funded) device is:	Your option/status is:	Outcome:
1	An unmanaged/self-managed desktop	Keep Desktop PC ¹	Convert desktop to QM managed desktop
2		Replace with New QM managed laptop ¹	Remove desktop and replace with new QM managed laptop
3	An unmanaged/self-managed laptop	A Dell laptop	Convert laptop to QM managed laptop
4		A non-Dell laptop	Replaced ² with a QM managed laptop

¹ Queen Mary recommends that you opt for a laptop replacement to drive and foster agile ways of working and opportunity to align with our Digital Strategy. The device will be funded by this Project and this will become your 'Primary' device*.

² A QM managed build can only be deployed in a Dell device

The roll-out primarily consists of 3 steps:

Steps	Details
1. Data migration	Desktops: The Project Team will visit your workstation on campus to migrate data from your local/home drive to OneDrive Laptops: Assume that you are already using OneDrive
2. Verify and confirm your data	To verify and confirm that your data files have all been transferred to OneDrive
3. Re-image/remove your device ³	Team will re-visit your workstation and reimage/remove ² your device to a QM managed device. This involves re-formatting of your desktop PC. ⁴

³ If you have opted for a laptop replacement, we will remove your desktop PC

⁴ Any software which resides on your desktop PC will be cleared.

Back in November, we conducted a survey, to capture your requirements and we can confirm that your software, service and storage requirements are met in particularly:

- Software/application requirements** – Any non-standard specialised software will be packaged for your School/Institute and will be available on the managed service.
As part of the roll-out, the Project team will make sure the required and approved software/application are re-installed back on your reimaged device for you.
- Data, back-up and storage** – Any data residing on your device to be migrated to central IT Infrastructure data centres so that these can be accessed via a managed service and via our new Appsanywhere service which can be accessed on any device anytime, anywhere.

- c) **Service requirements** – These are services that you would/can only access when you're on campus i.e., when connected to your legacy network, thus in this WFH situation should possess a challenge. The Project team will make sure that access to these required service(s) is enabled.

Timelines...

Key: Project Team You

Scenario / Duration		2-3 days	1-5 days (Dependant on the amount of data)		5 days	1-2 days	
1	Desktop PC		Access user's workstation	Migrate Data	Verify Data ⁷	Reimage Desktop	
2	Desktop PC replace with New QM Managed Laptop	Courier Laptop ⁵	Access user's workstation	Migrate Data	Verify Data ⁷	Remove Desktop from workstation	
3 & 4	Laptop		Drop off Laptop ^{5/6}	Migrate Data	Verify Data ⁷	Reimage / replace Laptop	Collect Laptop
	Laptop replace with New QM Managed Laptop			Migrate Data (OneDrive) – Data already verified ⁸		Drop off ⁶ Laptop	Reimage / replace Laptop

⁵ Due to current circumstances your new QM Laptop devices funded by the Project will be couriered to you

⁶ Laptops to be dropped off at Mile End Campus – Bancroft Building G15

⁷ Via Appsanywhere or via your new QM managed laptop if you have opted for a replacement

⁸ CCS engineer can assist with this if required

Your actions: Verifying your data...

If a member of the team is migrating the data for you, once migration of your data is complete, you will be contacted to verify that your data files have all been transferred. Your data from your desktop computer or laptop will be migrated potentially to 2 locations:

#	Location	How to verify your data
1	OneDrive (Personal files – cloud)	Please find guide and instructions here
2	G: Drive / Home Drive (Personal files – incompatible files which <i>cannot</i> be migrated to OneDrive)	<ol style="list-style-type: none"> On your new QM managed laptop, you will see your Home Drive (G:) under Network locations. On a personal device you can verify your data via our Appsanywhere service. Please find guide and instructions here. This is our Remote Working from Home Solution. Further information about this service please click here.

Your confirmation is required once you have completed your verification that the contents of your OneDrive (and Home Drive (G:) if applicable) is satisfactory. The Project Team will then proceed to reimaging or removing your device.

Contact Us...

If have any queries or require further information, please contact the project team on its-msrproject@qmul.ac.uk.