Welcome to FastTrack
We expected to deploy Office 365 over several months, but FastTrack helped us finish in just a few weeks.

— Tony Striefel
Lieutenant CCI
Richland Police Department
Microsoft FastTrack is our customer success service designed to help you realize business value faster with the Microsoft Cloud. With Microsoft FastTrack, you can make a smooth transition to Office 365 and Microsoft Enterprise Mobility + Security.

We work closely with both your internal teams and any Microsoft partners who may be assisting you. FastTrack ensures that you have a full suite of best practices, tools, remote assistance, and resources at your disposal during your digital transformation.

Your digital transformation starts here.
Your journey with FastTrack includes Office 365 onboarding and adoption assistance as an ongoing benefit included in the service.

**THE FASTTRACK JOURNEY**

FastTrack helps you move to the Microsoft cloud at your own pace. Included with your qualifying Office 365 subscription, FastTrack is an ongoing benefit that’s always available to you, even after your deployment. Whether you’re planning your initial rollout, onboarding additional users, migrating existing data, or driving end-user adoption, the FastTrack team is ready to assist you and work with your Microsoft partner.

Your journey with FastTrack includes assistance with Envisioning, Onboarding, and Driving Value.

In the Envision stage, FastTrack guides you in defining your vision for a successful rollout by identifying and prioritizing scenarios, and coauthoring a success plan that utilizes planning templates and materials.

During the Onboard stage, a team of Microsoft engineers dedicated to providing remote assistance helps enable your online services, migrate your data, and onboard new users.

Finally, in the Drive Value stage, you utilize a robust set of tools, guides, and best practices specifically geared toward users in different roles within your organization. With this guidance, you can assist individuals in your human resources (HR), research and development (R&D), finance, legal, information technology (IT), and sales groups in getting the best value from Office 365 and Enterprise Mobility + Security.

I was pleasantly surprised when I learned that Microsoft FastTrack is not a special offer of short-term support—that it’s with us for the life of the subscription. I find the service invaluable.

Simon Denton
Business Architect
Mott MacDonald
To ensure your move to the cloud starts off on the right path, leverage your Microsoft partner to coauthor a FastTrack success plan with you. This process ensures that Microsoft is fully aware of your business goals, local environment considerations, and migration timelines. A FastTrack Engineer can help review the plan, providing you and your partner with the confidence to move forward quickly after your license purchase.

Customers who purchase 50 licenses or more of an eligible plan receive onboarding and adoption assistance. In addition to these services, customers with more than 150 licenses may also take advantage of data migration assistance as needed. For a complete list of eligible plans, please see the chart at the end of this guide.

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When you’re ready to engage with the FastTrack team, you or your partner can request assistance directly through FastTrack.microsoft.com.

We will assign a dedicated FastTrack Manager and a FastTrack Engineer, who will work remotely to ensure your success throughout your move to the cloud.

WORKING WITH FASTTRACK

With the resources available on FastTrack.microsoft.com you can take advantage of FastTrack before even purchasing a license. Once you have an active subscription, however, you have access to the full breadth of FastTrack benefits at any time.

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The first thing you must do in carrying out a successful rollout is to define your vision.

This involves identifying and prioritizing relevant scenarios while learning about the tools and resources available as you plan for your rollout. In many ways, this stage is the most critical part of your journey. It makes you aware of the business goals you will look to later in determining your level of success.

Not every organization has the same situation in terms of internal resources to assist with the local rollout of Office 365 and its related services. Many companies find it valuable to leverage the specialized skills of a Microsoft partner during this process.

The FastTrack team is capable of working with your internal teams, Microsoft partner, or both. Microsoft has successfully helped thousands of companies move to Office 365 and has generally found the most efficient migration happens when a customer, along with a Microsoft partner, works hand in hand with the Microsoft FastTrack team.

This three-way partnership between you, your partner, and Microsoft ensures that you have internal business sponsorship, coupled with on-site and local support, all backed up with the expertise of hundreds of FastTrack Engineers who perform these types of transitions every day.

“FastTrack immediately helped us assess our internal systems and identify hurdles. They gave us the resources and tools that we used to build a complete migration plan.”

Burke Egner
Director of Technology
Austin Public Schools
The Envision stage enables you to walk through each aspect of your planned rollout before a single user is affected. Whether you are interested in moving to Office 365, Enterprise Mobility + Security, or both, it’s critical to realize your business goals, local infrastructure requirements, timing, and resource needs. This process allows you to look both holistically at your overall goals as well as spend time on specific productivity workloads you may want to tackle first.

For example, Microsoft Office 365 offers a broad set of cloud-based services to empower your users to be more productive in a cloud-first, mobile-first world. When your deployment is complete, your employees will have Microsoft services available on all their devices, with the ability to access their data from anywhere. The payoff for employee productivity can be dramatic and show immediate benefits for your business.

The Envision stage allows you to prioritize resources for both you and your partner, identify which business stakeholders need to be involved, and plan out best practices to ensure your employees are educated on the breadth of new services now available to them based on your personalized success plan.

DO YOU NEED A PARTNER?

Work with your Microsoft account team or visit partnercenter.microsoft.com to find a certified Microsoft partner in your area.
Once the Envision stage is complete, you have a blueprint for managing your rollout.

You can reference your success plan throughout the entire engagement. This means your dedicated FastTrack Manager and FastTrack Engineer can quickly pick up from where you left off, avoiding the hassle of explaining your requirements and business goals all over again. The Onboard process helps you answer key questions around what role your internal team, Microsoft partner, and the FastTrack team will play in the transition. With the project plan in place, it’s time to start the active process of preparing your business for the cloud.

During the Onboard stage, you work remotely with the FastTrack team to ready your environment. With hundreds of engineers around the globe, the FastTrack team is committed to guiding IT professionals to a successful rollout of Office 365 and Enterprise Mobility + Security.

This is done through personal interactions made via the telephone and through one-to-one web experiences. Microsoft is invested in the success of your business. Our goal is to ensure you realize the full value from your investment in Microsoft solutions.

If you don’t have the internal resources to manage this transition, we recommend contracting with a Microsoft partner to perform the project management responsibilities on your behalf. The Microsoft FastTrack team is practiced in working both with internal customer resources and through partners to execute success plans. The FastTrack team coordinates the setup, configuration, and provisioning of your services, including assistance with Exchange Online, SharePoint Online, Skype for Business Online, Microsoft Teams, Office 365 ProPlus, Yammer, and Project.

Microsoft will need access and permissions to necessary infrastructure. If you are unable to provide this remote access, the FastTrack team will provide remote assistance while you or your partner complete this task. You or your partner will be responsible for overall project management, and coordination with internal business owners.

Next, let’s discuss how to move forward with managing your rollout—and how FastTrack can help with this process.
When all remediation activities are complete, now it’s time to configure the core infrastructure for service consumption, provision online services, and conduct the activities to drive usage. This includes working with your local information technology team and your Microsoft partner to activate your tenant, add a domain, transition pilot users, and validate network connectivity as well as other relevant activities specific to the service you are deploying.

**GETTING UP AND RUNNING**

If you have 150 or more licenses of eligible plans, we can also assist you with migrating data from on-premises servers and other cloud-based services. Customer environments vary, so it’s critical to complete an assessment first to understand where FastTrack and your certified Microsoft partner will play a role in the migration. Depending on your environment, Microsoft may be able to migrate your email and file storage. For instance, the FastTrack team offers automated data migration services for moving email from local Exchange servers, IBM Domino environments, Google Apps for Work, Novell GroupWise, and IMAP-capable email servers. FastTrack also can assist you in moving your documents from Box and SharePoint.

These migration services are limited to specific technical requirements. For more complex migrations, FastTrack can work with your partner to co-own the migration process, allowing you to leverage the speed and cost efficiency of FastTrack services for bulk migration while utilizing the expertise of a Microsoft partner to complete unique migration activities needed for your local environment.

**GETTING STARTED**

To begin with, your dedicated FastTrack Manager schedules a success planning call with your internal adoption team and Microsoft partner. On this call, you learn the capabilities of the eligible services you purchased.

You also cover the methodologies for driving usage of the service and relevant scenarios you can use to get business value from these products. Microsoft assists you in optimizing your success plan as well as providing feedback.

**UNDERSTANDING YOUR ENVIRONMENT**

We work with your internal team and Microsoft partner to assess your environment and successful onboarding requirements. Using specialized tools, Microsoft can gather data and guide you through estimating bandwidth requirements and examining your Internet browsers, client operating systems, Domain Name System (DNS), network, infrastructure, and identity system to determine if any changes are required prior to proceeding with deployment.

Based on your current setup, Microsoft helps build a remediation plan that brings your local environment up to the minimum requirements for successful onboarding of the service. We guide you through an analysis and remediation process for each service you elect to deploy.

**OVERCOMING OBSTACLES**

If the FastTrack team has identified any issues with your local environment during assessment, you and your Microsoft partner will need to make the necessary changes to your local systems before proceeding.

We can arrange checkpoints with you to monitor progress of this plan, ensuring you have everything you need to be ready for the migration of services.

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You purchase Office 365 and Enterprise Mobility + Security with the express purpose of driving more value for your business.

Our goal with FastTrack is to help you realize this value quickly, ensure that your employees are reaping the rewards of your investment, and manage the services you’ve adopted.

Microsoft provides you with a wide range of services and tools you can use with your employees’ successful adoption of Office 365. Leveraging the Service Management Toolkit and the Admin Learning Center helps your administrators stay informed and effectively manage the new environment.

Working with your internal business stakeholders, you and your Microsoft partner can leverage known best practices to drive usage of your new services throughout your organization. Each employee has specific technology needs.

FastTrack has a robust set of tools and guides specifically geared toward different roles within an organization, including individuals in HR, R&D, finance, legal, IT, and sales. Access to a breadth of resources and materials can be found digitally and on demand at FastTrack.microsoft.com.

Materials include user training, templates, flyers, and tips. Leveraging these tools at each stage of the rollout ensures that your employees are ready for the changes to their work environment, can take full advantage of the technology available to them, and will maximize the productivity by accessing their information from anywhere, at any time.
Microsoft understands the dynamics of the current generation of users and IT administrators, and it recognizes that most IT departments are resource strapped. By packaging everything up for us, Microsoft has really become that full-service company.

Luc Trudel
Vice President of IT Infrastructure and Operations
Polycom

Here’s how you can add value with FastTrack
MOVING YOUR EMAIL TO THE CLOUD

With Microsoft Exchange Online, your employees have 50 GB of storage for all their messages and the ability to send an email up to 25 MB. Exchange Online also enables your users to check their calendars and send and receive messages from any device, helping them stay focused on what’s important. Most importantly, their data is secured, with anti-spam and antimalware protection built in.

The Microsoft FastTrack Center guides you and your Microsoft partner through the process to get your organization ready to use Exchange Online. The exact steps, depending on your source environment and your email migration plans, can include assisting you in configuring firewall ports; setting up a DNS, including the required Autodiscover, Sender Policy Framework (SPF), and mail exchange (MX) records; setting up email flow between your source messaging environment and Exchange Online; and providing guidance for mail migration from your source messaging environment to Office 365.

As shown in this table, a typical migration of email services involves several steps prior to, during, and after the completion of deployment. It also includes coordination between FastTrack, your Microsoft partner, and your internal teams.

ENVISION

Preceding a transition, it’s common for an individual or team within the company to work with key business stakeholders to identify the best time for the move to occur.

ONBOARD

Using this pre-planning report, local teams working with a certified partner can mitigate these unique situations to ensure the transition is seamless.

DRIVE VALUE

Through this three-way partnership with the company, Microsoft partner, and FastTrack team, the email migration has taken place in a cost effective manner with high speed, volume, and confidence, ensuring your employees’ productivity is not affected and that they can take immediate advantage of Office 365.

The FastTrack Center then works with your internal team or partner to create a pre-deployment assessment, helping to identify any employee accounts that might have problems during the migration. Common situations that can be resolved prior to the migration include addressing accounts with locally stored contact lists, local email rules, or mailboxes exceeding 50 GB in size.

On the day of migration, the FastTrack Center uses a variety of internal and licensed third-party tools with the power of the Microsoft Azure cloud to move up to thousands of mailboxes per hour. This service is provided as part of the FastTrack Center offering. Companies can choose from a wide variety of migration times, such as on a Friday evening after normal work hours. Migration may happen all at once or over several separate sessions.

After a set of employees’ mailboxes has been migrated to Office 365, the FastTrack team provides a detailed report on employees moved and any issues identified.
MOVING YOUR FILES TO THE CLOUD

OneDrive for Business makes life easier for your users. It helps them be more productive by giving them access to their data and information when they need it, whether online or offline. Users can quickly and easily find, share, and work on their content from virtually any device, and collaborate seamlessly with others in real time.

For customers with more than 150 seats of an eligible Office 365 plan, FastTrack can help move your files to OneDrive for Business. The data migration service will move your data from file shares, Google Drive, Box, or Dropbox. FastTrack provides guidance to enable both OneDrive for Business and the source environment for migration, with steps varying depending on the source. We provide a combination of tools, documentation, and guidance to help with some migration activities while performing configuration tasks where applicable and feasible. In certain situations, your local environment may require on-site activity or more complex configurations than provided by FastTrack. We help determine these situations during the Envision stage, allowing you to identify local resources or a certified Microsoft partner to assist with those aspects of the migration.

Microsoft may need the appropriate security access and permissions to perform some activities. If you don’t wish to provide this access, you or your partner will need to perform certain defined tasks with guidance from Microsoft.

COLLABORATING IN THE CLOUD

Collaboration in the cloud allows you to access, share, and manage your files. SharePoint Online provides a one-stop shop for document and content management, allowing you to create, review, approve, and publish content as well as address auditing and compliance requirements. SharePoint can help users find information faster with multiple ways of searching for the content they need. And, since you’re in the cloud, you can access these files at all times.

SharePoint is also secured, enabling you to elect unique permissions for parties external to the organization. This brings more value to your customers and gives you the ability to engage them at a higher level.

FastTrack helps you provision SharePoint Online through a combination of tools, documentation, and guidance. If you have more than 150 qualifying seats, we can assist in migration of local file shares and SharePoint sites to the cloud in certain situations, including setting up a DNS, configuring firewall ports, and provisioning users and licenses.

We also perform configuration tasks where applicable and feasible. For setting up SharePoint hybrid and migrating customized SharePoint sites, we recommend contacting a Microsoft partner to assist with installation.
DEPLOYING OFFICE 365 PROPLUS TO YOUR LOCAL DESKTOPS AND MOBILE DEVICES

Office 365 ProPlus is a subscription-based service that allows you to download the Microsoft Office Suite on up to five different devices. With Office 365 ProPlus, you can be productive and collaborative wherever you are. Your organization can also benefit from having 1 terabyte (TB) of personal cloud storage, as well as access to other services such as Office Online, Sway, and business intelligence in Excel and Power BI.

In addition to helping you deploy a wide variety of cloud-based services for Office 365, the FastTrack Center can assist with the local deployment of the Office 365 ProPlus client to your employees’ desktops as well as their mobile devices. The FastTrack team will help you pre-identify deployment issues during the Envision stage and provide a mitigation plan on how to address these issues.

During deployment, the FastTrack team can work with you and your certified Microsoft partner to guide the setup of split domain server configuration between your on-premises Lync 2010, Lync 2013, or Skype for Business 2015 server environment and Skype for Business Online tenant (if applicable). For Cloud Voice deployments that involve more complex configurations, such as Cloud Connector Edition or device provisioning, FastTrack can work in conjunction with you and your Microsoft partner to guide recommended activities, forming a three-way partnership to ensure a successful implementation of your Cloud Voice solution.

COMMUNICATING IN THE CLOUD

Skype for Business enables your employees to quickly connect with colleagues. It provides real-time presence so users can easily see which of their contacts are available before reaching out with instant messages, one-to-one video calls, group calls, or online meetings.

Skype for Business offers rich and interactive meeting experiences, with integrated dial-in conferencing services, that allow users to share screens, present content, and even coauthor. When a simple phone call will suffice, Skype for Business offers modern voice with Cloud PBX capabilities, enabling users to make, receive and transfer calls with ease.

FastTrack helps you get Skype for Business up and running in your organization. We provide guidance in configuring firewall ports for remote access to services outside your internal intranet environment, setting up DNS, creating accounts for room system devices, and deploying the Skype for Business Online client. When deploying Skype for Business Cloud PBX, Cloud PSTN Conferencing, and Cloud PSTN Calling services, FastTrack can provide an overview of the Skype Operations Framework (SOF), as well as share guidance and resources for capturing business requirements, defining the architecture and approach, assessing technical readiness, completing remediation activities and implementing a user adoption strategy, enabling you to implement your Cloud Voice solution.

For more advanced environments, FastTrack can also work with you or your certified Microsoft partner to guide the setup of split domain server configuration between your on-premises Lync 2010, Lync 2013, or Skype for Business 2015 server environment and Skype for Business Online tenant (if applicable). For Cloud Voice deployments that involve more complex configurations, such as Cloud Connector Edition or device provisioning, FastTrack can work in conjunction with you and your Microsoft partner to guide recommended activities, forming a three-way partnership to ensure a successful implementation of your Cloud Voice solution.
Your employees expect to access corporate email and documents on the devices of their choice, without going through complex steps or calling the help desk. IT, on the other hand, wants to keep corporate data protected wherever it is. Enterprise Mobility + Security is a solution for both sides.

The perfect complement to Office 365, Enterprise Mobility + Security helps provide employees with secured, seamless access to corporate email and documents while offering familiar email and productivity experiences with Microsoft Office mobile apps such as Outlook, Word, Excel, and PowerPoint. It also helps protect corporate data on the device itself and beyond with four unique layers of protection—all without impacting personal data.

Similar to the process with Office 365, the Microsoft FastTrack Center will contact you or your Microsoft partner within 30 days of a qualifying license purchase to kick off the Envision stage, where you can define your business goals and specific needs regarding EMS.

Once the assessment is complete, you and your partner can work through any local environment remediation that may be required. When mutually decided, the FastTrack Center will help you connect your existing directory infrastructure to the cloud, and then assign user licenses and permissions so that you can begin using Enterprise Mobility + Security services.

More information on FastTrack services for Enterprise Mobility + Security

Other Office 365 Services Offered by FastTrack

FastTrack also offers a set of pre-assessment, provisioning, and deployment services for Microsoft Project, Microsoft Yammer, and Microsoft Power BI. Please contact your account manager, a Microsoft certified partner, or the Microsoft FastTrack team for more details on these services.
Eligible plans for FastTrack services

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*Available only for FastTrack-eligible cloud services and features.