



# PPS Services Overview

SharePoint | Microsoft 365 | Governance | AI Readiness | IT Documentation

Patriot Professional Solutions LLC provides fixed-scope IT readiness, governance, documentation, and project support for organizations using Microsoft 365 and SharePoint.

**Scope:** PPS supports non-federal organizations, small businesses, nonprofits, education teams, and private-sector operations.

## CORE SERVICE AREAS

### SharePoint/M365 Readiness Review

Assess current-state SharePoint and Microsoft 365 environments. Identify governance gaps, ownership issues, migration blockers, and quick wins. Deliver a readiness roadmap with findings memo and action tracker.

*Starts at \$1,995.*

### M365 Governance Cleanup Review

Review Teams, SharePoint sites, document libraries, permissions, stale content, inactive sites, and access-control issues. Deliver an ownership matrix, governance memo, and cleanup recommendations.

*Starts at \$3,500.*

### AI/Copilot Governance Readiness

Evaluate Microsoft 365 Copilot readiness, data governance, permissions hygiene, and use-case viability. Deliver an adoption readiness memo and risk summary before deployment.

*Starts at \$2,500.*

### Policy, SOP & Process Improvement

Convert informal processes into structured SOPs and policy documents. Improve documentation consistency, approval workflows, and operational accountability across teams.

*Starts at \$2,000.*

### Migration Project Support

Provide project management documentation, risk registers, migration checklists, stakeholder reporting, and SharePoint/M365 transition support without open-ended scope.

*Starts at \$1,500/month.*

## ENGAGEMENT MODEL

- Fixed-scope delivery
- Defined deliverables
- Intake -> Fit Review -> Scope -> Deliver -> Closeout
- Final scope and pricing confirmed before work begins

## BEST-FIT CLIENTS

- Small and mid-sized businesses
- Nonprofits and associations
- Education and training organizations
- MSPs and Microsoft Partners

## WHY PPS

- Veteran-owned and operated
- Ethics and conflict-of-interest reviewed
- Practical governance, not theoretical frameworks
- Structured delivery, not open-ended consulting

**Request a Readiness Review:** [info@patriotprofessionalsolutions.com](mailto:info@patriotprofessionalsolutions.com) | (703) 672-1731 | [patriotprofessionalsolutions.com/contact/](https://patriotprofessionalsolutions.com/contact/)