

[WIP]LM01_KDD034 - License Assignment Mechanism

Status	DECIDED
Owner	James KYNDT
Stakeholders	James KYNDT, Paul Anton, Thierry Ma, Dawn Lai, Eric TRIFFAUX

decision

Decision: part of the original design and business case

Decision made by: James KYNDT

Date:

Online Meeting:

Issue

Syensqo needs a standardized mechanism for assigning Microsoft licenses to different employee personas (Blue Collar, Contractor, White Collar, Cadre) to ensure compliance, cost-effectiveness, and alignment with business needs.

Recommendation

Adopt the following license assignment mechanism:

Blue collar	do not get device by default only on exception	F3 (F3+E5)	1. Office at client required, or extra M365 services not covered by F3. 2. Outlook >2GB 3. OneDrive > 2GB	1. E5 with approval 2. Exchange P2 3. OneDrive P2
Contractor	do not get device by default only on exception	F3 (F3+E5)	1. Office at client required, or extra M365 services not covered by F3. 2. Outlook >2GB 3. OneDrive > 2GB	1. E5 with approval 2. Exchange P2 3. OneDrive P2
White collar	get a workstation and office client by default	E5		
Cadre	get a workstation and office client by default	E5		
Non Human account		Entra P2	1. Used by INTUNE devices 2. Shared Mailbox exceeding >50GB	1. F3 2. Exchange P2

Background & Context

Syensqo's transition from Google Workspace to M365 is a key IT initiative facing every Syensqo employee. The company's diverse workforce includes blue collar workers, contractors, white collar employees, and cadres, each with different IT requirements.

Microsoft licenses (F3 and E5) offer varying levels of functionality and cost, making it essential to match license types to actual needs.

- **E5** License: Full-featured M365 license with **desktop apps**, advanced security, and analytics.
- **F3** License: **Web-based** M365 license for basic productivity and collaboration. in the syensqo context F3 won't be provided alone, but only with F5 addon.
 - **F3 + E5 Add-On:** In special cases, an F3 user may need advanced E5 features (**like enhanced security**). An E5 add-on can be assigned to cover these needs without granting a full E5 license.

- Exceeding Mailbox size (F3 user >2GB, Shared Mailbox >50GB) require an additional **Exchange Online Plan 2** license (10GB + 1,5TB online Archive)
- Exceeding OneDrive size (F3 user >2GB) require an additional **OneDrive Plan 2** license

Assumptions

- Blue collar and contractor roles typically do not require a dedicated device or full Office suite access.
- White collar and cadre roles require advanced productivity tools and security features provided by E5 licenses.
- Exceptions for device allocation to blue collar and contractors will be managed through a defined approval process.
- The “Non-blue collar nor contractor” category requires further clarification before a license policy can be set.

Constraints

- Budget limitations may restrict the purchase of additional licenses.
- Changes to license assignment may impact user access (limitation for M365 application, Fat client vs Web versions) during and after the migration period.
- Integration with MyID may require additional development.

Differences between E5 and F3+E5

AZURE INFORMATION PROTECTION PREMIUM P1	Included	Included
AZURE INFORMATION PROTECTION PREMIUM P2	Included	Included
Data Classification in Microsoft 365	Included	Not included
EXCHANGE ONLINE (PLAN 2)	Included	Not included
Immersive spaces for Teams	Included	Not included
Information Protection for Office 365 - Premium	Included	Included
Microsoft 365 Advanced Auditing	Included	Included
Microsoft 365 Apps for enterprise	Included	Not included
Microsoft 365 Audio Conferencing	Included	Not included
Microsoft 365 Audit Platform	Included	Included
Microsoft 365 Communication Compliance	Included	Included
Microsoft 365 Defender	Included	Included
MICROSOFT AZURE MULTI-FACTOR AUTHENTICATION	Included	Included
Microsoft Bookings	Included	Included
Microsoft Clipchamp	Included	Not included
Microsoft Communications DLP	Included	Included
Microsoft Defender for Office 365 (Plan 2)	Included	Included
Microsoft Entra ID P1	Included	Included
Microsoft Entra ID P2	Included	Included
Microsoft Entra RIGHTS	Included	Included
Microsoft Forms (Plan E5)	Included	Not included
Microsoft Insider Risk Management	Included	Included
Microsoft Insider Risk Management - Exchange	Included	Included
Microsoft Intune	Included	Included
Microsoft Loop	Included	Not included
Microsoft Planner	Included	Included

Microsoft StaffHub	Included	Included
Microsoft Stream for Office 365 E5	Included	Not included
Microsoft Teams	Included	Included
Office 365 Cloud App Security	Included	Not included
Office 365 Privileged Access Management	Included	Included
Office 365 SafeDocs	Included	Included
Office for the Web	Included	Included
Power Apps for Office 365 (Plan 3)	Included	Not included
Power Automate for Office 365	Included	Not included
Power BI Pro	Included	Not included
Premium Encryption in Office 365	Included	Included
Project for Office (Plan E5)	Included	Not included
Purview Discovery	Included	Not included
SharePoint (Plan 2)	Included	Not included
To-Do (Plan 3)	Included	Not included
Whiteboard (Plan 3)	Included	Not included
Windows 10/11 Enterprise (Original)	Included	Not included
Windows Autopatch	Included	Included
Windows Update for Business Deployment Service	Included	Included

See also

The following section describes relevant documentation:

Description	Repository
Licence Assignment Diagram	Lucid Chart
Syensqo - License SKU Assignment	https://docs.google.com/spreadsheets/d/14TG9cMJOHbPIZBDUBkmb6JLMwO2ENUei/edit?gid=1161351560#gid=1161351560

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