



Email & Calendaring Implementation Team – Biweekly Status Update

Project Managers	Lynnette Gerstner, Dan Koetke
Team Leaders	Bobby Burrow, Pat Brennan, Joe Tarter – Directory Services
Process Owners	Chris Holsman, Brandon Bernier
Meeting Purpose	Executive Committee Update / Communicate Escalation Items
Today's Date	12/03/2012

Critical Path/Focus Topics:

Office 365 Professional Services RFP responses evaluation review 12/3.

Recent Accomplishments:

- AE Communications team launched 'public' transition web-site 11/27.
- Technical Team completed Microsoft Exchange training 11/26-30.
- Purchasing Negotiation Team, Chris and Kolleen, are working with purchasing and legal to standardize support contract language across all Microsoft agreements.

Upcoming Activities:

- Chris, Pat, Joe and Lynnette met 12/4 to continue working on high-level budget estimates; goal to have initial high-level budget estimates by early January.
- Focus group with Technical Advisory Committee nominees and other targeted participants to refine requirements 12/21. Topics will include email sub-domains and the use of multiple mailboxes.
- Decision Document reviews: Technical Advisory Committee 12/20, Executive Committee 1/14.
- Professional Services RFP contract awards by mid-December; first set of Request for Services issued by mid-December.

Escalation Items:

<i>Escalation Item</i>	<i>Owner</i>	<i>Date Identified</i>	<i>Recommended Assistance/Update</i>	<i>Status</i>	<i>Date Resolved</i>

Schedule and Budget Information:

<i>Schedule</i>			
<i>Milestone</i>	<i>Target Date</i>	<i>Revised Date</i>	<i>Complete Date</i>
Project Start Date	7/9/2012		7/9/2012
Microsoft Solution Alignment Workshop	7/24/2012		7/24/2012
Office 365 Project Kick-Off Meeting	8/24/2012		8/24/2012
Large Account Reseller Software Bid Awarded	9/30/2012		9/10/2012
Microsoft Migration Due Diligence Workshop	9/18/2012		9/18/2012
Professional Service RFP Released	9/30/2012	10/15/2012	10/24/2012
Office 365 Exchange Preliminary Environment Live	10/31/2012		10/31/2012
Active Directory Sync Preliminary Environment Live *	10/31/2012		10/31/2012



Software Licensing Plan Complete	10/31/2012		10/31/2012
Communications/Change Management Plan Drafted	10/31/2012		10/23/2012
Campus Leadership Communication Complete (MTAG, ITC, etc.)	10/31/2012	12/21/2012	
Public Facing Project Website Live	10/31/2012	11/30/2012	11/27/2012
Finalize Scope for Office 365 Email and Calendaring Project	11/16/2012	12/31/2012	
Active Directory Project Plan Complete *	11/30/2012		
Conduct Focus Group to Refine Requirements	12/21/2012		
Professional Services Contracts Awarded	12/31/2012		
Initial Professional Services SOWs Complete	12/31/2012		
Technical Team Initial Training Complete	12/31/2012		
Technical Support Contract(s) Complete	12/31/2012		
Office 365 Directory Services – Discovery Results Complete *	1/31/2013		
Email/Calendaring System Census Complete	Q1 2013		
Implementation Plan Complete (migration schedule, training plan, etc...)	Q1 2013		
Project Complete	8/31/2014		

* Directory Services Project Deliverable

Budget	
Original Budget	TBD
Actual to Date	
Estimate to Complete	
Estimate at Complete	
Variance	