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	11/19/2012

Critical Path/Focus Topics:

Office 365 Professional Services RFP responses received 11/14. Response evaluation kick-off 11/16.

Office 365 Project Scope Decision Document for Review and Approval
- Office 365 Lync Scope – Steve DeVoti

Directory Services Project Decision Document for Review and Approval
- Authenticate Users to Office 365 – Joe Tarter

Recent Accomplishments:

- Chris, Pat and Lynnette met 11/7 to coordinate development of high-level budget estimates.
- Decision Document reviews: Technical Advisory Committee 11/15
- Purchasing Negotiation Team has purchased all licenses needed by the technical team for the test environment. Chris and Kolleen are working with purchasing and legal to standardize support contract language across all Microsoft agreements.
- Draft content submitted for upload to the public-facing "Email and Calendar Transition" site.

Upcoming Activities:

- AE Communications team to launch 'public' transition web-site on Tuesday, 11/27.
- Technical Team Microsoft Exchange training 11/26-30.
- Decision Document reviews: Technical Advisory Committee 12/20, Executive Committee 1/14.
- Professional Services RFP response evaluations by Services RFP Team complete early December.
- Chris, Pat and Lynnette to have initial high-level budget estimates by early January.

Escalation Items:

Escalation Item	Owner	Date Identified	Recommended Assistance/Update	Status	Date Resolved

Schedule and Budget Information:

Schedule			
Milestone	**Target Date**	**Revised Date**	**Complete Date**
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		
Public Facing Project Website Live	**10/31/2012**	**11/30/2012**	
Finalize Scope for Office 365 Email and Calendaring Project	**11/16/2012**	12/31/2012	
Active Directory Project Plan Complete *	11/30/2012		
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	