



Email & Calendaring Implementation Team – Weekly Status Update

Project Managers	Lynnette Gerstner, Dan Koetke
Team Leaders	Bobby Burrow, Pat Brennan
Process Owners	Chris Holsman, Brandon Bernier
Meeting Purpose	Executive Committee Update / Communicate Escalation Items
Today's Date	10/22/2012

Focus Topics:

Directory Services Project Decisions. These are not the only decisions being made, but are the critical ones on which the team will focus over the next 1-2 months through a structured process.

- How will users authenticate to Office 365?
 - Active Directory Federated Services
 - Federated authentication using the current Shibboleth infrastructure
- How will Active Directory map users to Office 365 accounts for different use cases?
 - Student
 - Employee
 - Employee and Student
 - Employees with multiple appointment
 - Affiliated groups
- How will the needs of the School of Medicine and Public Health be addressed?

Office 365 Professional Services RFP release.

Recent Accomplishments:

- Project Technical Team completed an introductory session for SharePoint and is developing their collaboration sub-sites.
- Solution Team has begun framing up several of the Decision Documents that will need to be developed.
- Conducted the first meeting of the Technical Advisory Group, providing an overview of their role and the project's overall decision making process.

Upcoming Activities:

- Professional Services Request for Proposal (RFP) has been delayed; it is in final review and we hope it will be released this week; we will be qualifying as many vendors as possible to allow for maximum flexibility in identifying the correct resources for each component of the project.
- AE Communications team will be presenting their current plan as well as a mock-up of the public facing O365 transition site to the Project Leadership Team this week.
- Purchasing Negotiation Team to complete software licensing plan by the end of October.
- Solution Team is working on decision document to clarify the Office 365 products and features that are necessary for the successful implementation of Office 365 Exchange. The team is researching whether this may include some Office 365 SharePoint and/or Office 365 Lync features.

- Technical Team has scheduled team member training. Active Directory the week of October 22nd and Microsoft Exchange at the end of November. They are hoping to schedule PowerShell (O365 scripting language) training in December. In total, this group is planning to have staff in approximately one week of training per month.

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>
Decision on inclusion of School of Medicine and Public Health in Office 365 Project	Gerstner/ Koetke	10/10/2012	10/10/2012 Per Bruce, SMPH is part of UW Madison and is a part of both the Directory Services and Office 365 Projects	Open	10/10/2112

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	10/24/2012	
Office 365 Exchange Preliminary Environment Live	10/31/2012		
Active Directory Sync Preliminary Environment Live *	10/31/2012		
Software Licensing Plan Complete	10/31/2012		
Communications/Change Management Plan Drafted	10/31/2012		
Campus Leadership Communication Complete (MTAG, ITC, etc.)	10/31/2012		
Public Facing Project Website Live	10/31/2012	11/15/2012	
Finalize Scope for Office 365 Email and Calendaring Project	11/15/2012		
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

<i>Budget</i>	
Original Budget	TBD
Actual to Date	
Estimate to Complete	
Estimate at Complete	
Variance	