



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	11/06/2012

Focus Topics:

Directory Services Project Decisions. These are not the only decisions being made, but are critical for the Office 365 Project.

- 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 released 10/24. Responses due 11/14.

Recent Accomplishments:

- AE Communications team will be presenting their current plan to the Project Leadership Team this week. They are actively working on the 'public' transition web-site and plan to launch by mid-November.
- Project Technical and Directory Services Team members completed Active Directory Training.
- Project Solution Team and Directory Services Teams are working collaboratively on critical decision documents. Both teams are using a single master list and format and including representatives from both teams in the document creation process.
- 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.

Upcoming Activities:

- Technical Team is planning Microsoft Exchange training at the end of November. They are hoping to schedule PowerShell training for December or January.
- Chris, Pat and Lynnette are meeting on 11/06 to coordinate development of high-level budget estimates.

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		
Public Facing Project Website Live	10/31/2012	11/16/2012	
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	