



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	12/17/2012

Critical Path/Focus Topics:

- Office 365 Professional Services Contract Awards 12/13. First Request for Services will be sent out this week. We hope to have an Office 365 Architect and Active Directory Architect starting as early in January as possible.
- Discuss proposal to implement single email domain for Office 365. The successful implementation of this approach will need significant political support. The Project Team needs to know how the Executive Committee would like us to proceed.
- **Rapid development and execution of an improved (short-term) process for handling campus customer inquiries.**

Recent Accomplishments:

- Purchasing Negotiation Team, Chris and Kolleen, are working with purchasing and legal to standardize support contract language across all Microsoft agreements.
- Held Focus Group meeting with Technical Advisory Group and their designees on 12/11 to refine use cases around multiple email addresses and subdomains.

Upcoming Activities:

- Chris, Pat, Joe and Lynnette continue to work on high-level budget estimates; goal to have initial high-level budget estimates by early January.
- Solution team continues to work with Technical Advisory Group and designees to **refine requirements** associated with use cases for multiple email addresses, subdomains, **and mailboxes.**
- Document reviews for draft Decision Documents about SharePoint scope, domains and subdomains, and multiple email addresses: Project Leadership Team 12/18, Technical Advisory Group 12/20, Executive Committee 1/14.
- Professional Services RFS negotiations for an Office 365 Architect and Active Directory Architect.
- **Continue to update content communicated campus-wide through the Email & Calendar Transition site.**

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:

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
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		
Campus Leadership Communication Complete (MTAG, ITC, etc.)	10/31/2012	12/14/2012	12/14/2012
Professional Services Contracts Awarded	12/31/2012	12/13/2012	12/13/2012
Initial Professional Services RFS/SOWs Complete	12/31/2012		
Technical Team Initial Training Complete	12/31/2012	1/10/2013	
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	