



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	02/11/2013

Critical Path/Focus Topics:

- Domain Status – next meetings and messages; strategy – All
- Campus Forum – Alice
- TAG Reset – Bobby
- Technical and Solution Team Updates – Pat and Steve
- Project Management Update – Lynnette and Dan

Recent Accomplishments:

- Office 365 Professional Services Contract – Interviews for an Office 365 Architect and Active Directory Architect complete.
- Updates to Office 365 Transition site.

Upcoming Activities:

- Chris, Pat, Joe and Lynnette continue to work on high-level budget estimates; initial high-level budget estimates to be complete by end of February.
- Continue to update content on Office 365 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:

<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
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	12/31/2012
Active Directory Project Plan Complete *	11/30/2012		
Campus Leadership Communication Complete (MTAG, ITC, etc.)	10/31/2012		12/14/2012
Professional Services Contracts Awarded	12/31/2012		12/13/2012
Initial Professional Services RFS/SOWs Complete	12/31/2012	2/28/2013	
Technical Team Initial Training Complete	12/31/2012	1/10/2013	1/10/2013
Technical Support Contract(s) Complete	12/31/2012		1/31/2013
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	