



Status of Administrative Excellence Implementation Team: Email & Calendaring

Milestones (Completed):

Aug. 24	Microsoft Office 365 Implementation Project Kick-Off
Sept. 18	Microsoft Migration Due Diligence Workshop: Purpose was to achieve a common understanding of expectations both for Office 365 and for the migration/deployment event; awaiting a report from Microsoft.
Sept. 30	Microsoft Office 365 Software Purchase Bid Awarded to SHI
Oct. 15	Professional Services Request to Purchase (RFP) Released

Upcoming Milestones:

Oct. 31	Office 365 Exchange and Active Directory Preliminary Environment Live: This is a foundational step for the implementation team to have a working development environment that can be used to validate functionality, perform fit gap analysis with current systems and design and test the migration process. This is not a pilot or demo environment.
Oct. 31	Software Licensing Plan Complete (<i>Critical Path</i>)
Nov. 15	Finalize Scope for Office 365 Email and Calendaring Project
Dec. 31	Professional Services Contracts Awarded (<i>Critical Path</i>)
Jan. 31	Office 365 Directory Services – Discovery Results Complete (<i>Critical Path – Directory Services Project deliverable</i>)
Q1 2013	Implementation Plan Complete (migration schedule, training plan, etc...)
Q3 2013	Projected First Go-Live Date
Aug. 2014	Project Complete

General Information:

- The team is presently evaluating which components and features of the Microsoft Office 365 suite are needed to support Exchange (i.e., email and calendaring).
- Over the next couple of weeks the team will be developing a process and set of tools that will facilitate and document complex decision-making activities.
- Support to departments/divisions, schools, and colleges during the migration to Microsoft Office 365 is being planned by the implementation team.
- A new website will be developed to provide useful information about the new email and calendaring application including guidance about the migration to Microsoft Office 365. In the meantime, go to www.adminexcellence.wisc.edu to find more information about the Email & Calendaring project.