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Administrative Excellence Advisory Committee

January 3, 2013

## **Status: Email & Calendaring**

### Goal:

Implement Microsoft Office 365 as the single software solution for email and calendaring on campus.

**Target delivery date:** first go-live date sometime in the 3<sup>rd</sup> quarter 2013 with project completed by no later than August 2014.

### Completed Milestones:

Aug. 24	Microsoft Office 365 Implementation Project Kick-Off
Sept. 18	Microsoft Migration Due Diligence Workshop: awaiting a report from Microsoft.
Sept. 30	Microsoft Office 365 Software Purchase Bid Awarded to SHI International Corp.
Oct. 24	Professional Services Request to Purchase (RFP) Released
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 (completed in part)
<b>Nov. 15</b>	<b>Finalize Scope for Office 365 Email and Calendaring Project</b>
Nov. 27	Transitional Email & Calendaring website goes live
Nov. 27	Inside UW-Madison e-newsletter article about the project
<b>Dec. 31</b>	<b>Professional Services Contracts Awarded</b>

### Upcoming Milestones: (critical path)

<b>Jan. 31</b>	<b>Active Directory Services Project Team– Discovery Results Complete</b>
Q1 2013	Email/Calendaring System Census Complete
Q1 2013	Implementation Plan Complete (migration schedule, training plan, etc...)
Q3 2013	Projected First Go-Live Date
Aug. 2014	Project Completed

### Critical to Success:

- The Active Directory Services project delivers on time and per the necessary specifications.
- The campus community understands why campus leaders support the decision to implement Microsoft Office 365 as the single email and calendaring system for UW-Madison.
- A new service model is developed by the implementation team and adopted by the process owner, DoIT to support the enterprise delivery of email and calendaring services.
- The project transition website is regularly updated to provide useful information about the new email and calendaring application including guidance about the migration to Microsoft Office 365.
- The implementation team executes well-planned support to departments/divisions, schools, and colleges during the migration to Microsoft Office 365.