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 3rd 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)
- **Nov. 15** Finalize Scope for Office 365 Email and Calendaring Project
- **Nov. 27** Transitional Email & Calendaring website goes live
- **Nov. 27** Inside UW-Madison e-newsletter article about the project
- **Dec. 31** Professional Services Contracts Awarded

Upcoming Milestones: (critical path)
- **Jan. 31** Active Directory Services Project Team – Discovery Results Complete
- **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.