Weekly Wrap-Up
Executive Summary
March 22, 2013

Approximately 15 people attended. Alice Gustafson, Administrative Process Redesign (APR) Director, provided short updates on several of the Administrative Excellence (AE) projects, including:

- Strategic Purchasing – The team has collected four months of data on office supplies, and is beginning to track both purchasing trends and quality measurements. The next sub-team, focusing on Maintenance, Repair and Operations (MRO) supplies, is being formed and will kick-off their work in early April.
- Data Center Aggregation – This team presented a report to MTAG on March 19. This and other recent presentations have been updated and posted to a communications overview section on the project web site. Next steps for this team include delivery of recommendations from the Campus Services and Facilities sub-teams, both due within the next few weeks.
- Email & Calendaring – Alice reported that updates on this project were presented at MTAG on March 19 and to a Faculty Forum on March 20. A decision regarding use of existing email addresses was approved this week, and will be posted to the Office 365 transition web site. Alice also stated that a Microsoft consultant began working with the team this week, and has reviewed a draft process map for migration that will be shared with senior stakeholders over the next week. Next, Alice reflected on campus interest in the project, including several divisions who have volunteered for early migrations and two faculty members who have volunteered to join the project team. Finally, Alice reported that all divisions have been accounted for in the initial campus census, and that local migration partners would be identified on the transition site early in the week of March 25.

Nevin Olson, an APR project manager, also presented an update on the Instruction Space Utilization project. Both sub-teams, Inventory and Space Utilization, met with the Space Remodeling and Policy Committee on March 21 to present their data and recommendations. The Inventory committee will complete their final room assessments over spring break. Finally, a new working group convened this week to begin scoping an implementation pilot project.

Bruce Maas, CIO, then presented an additional update on the email and calendaring project, focusing on his own activities and conversations around the project, the recent decision on existing email addresses and upcoming decisions. Bruce reported that he would be happy to talk with any department and their faculty, and that he was also in contact with CIO's from other schools. Nine of the eleven CIC schools are using or will be using Office 365 as their enterprise email and calendar system, and Bruce reaffirmed that Office 365 will be the engine behind email and calendaring for UW-Madison.

- A question was posed regarding campus policy on the forwarding of UW email to personal or other email accounts, and the potential risks of this practice. Bruce stated that this is recognized as an issue that requires attention and a decision from senior leadership, and that his goal is to ensure that campus is educated about the implications of forwarding.
- Several questions relating to Office 365 were raised, including:
    o What is happening to departments who want to opt-out? Bruce stated that he will talk with anyone who raises their concerns, and try to craft a solution or path in for them.
    o Will there be quotas on stored email? Bruce confirmed that there will be limits, but that the team is researching additional options for managing files.
    o Must faculty participate and share their calendars with campus? Bruce stated that his preference would be for faculty to at minimum participate in using Scheduling Assistant, but that all aspects of calendars in Office 365 can be hidden or selectively shared.
    o Is the Office 365 calendar capable of managing shared resources? Bruce affirmed that it is, but also acknowledged that as an institution we need to be addressing our current state of having multiple scheduling systems.
    o Will you provide videos of how Office 365 works? Alice confirmed that product videos will be available as soon as the look and feel of the UW-Madison release is confirmed.