



State of Vermont

**Migration to Office 365
Meeting Log**

Prepared By: Serena Kemp
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Migration to Office 365

Meeting Log

Project Manager	Serena Kemp	Facilitator	Serena Kemp
Purpose of Meeting	Provide a status regarding the project and discuss questions.		
Date of Meeting	04/12/2016		

Agenda Item/Topic	Notes												
Quick Project Reference	Website; http://dii.vermont.gov/news_issues/projects/office365 Email; dii.office365@vermont.gov FAQ Document; http://dii.vermont.gov/application/desktop/ms365/faq Training; http://dii.vermont.gov/support/ms365												
Questions waiting on a response:	None.												
Agenda	<ol style="list-style-type: none"> 1. Exchange – Karen Canas <ol style="list-style-type: none"> a. Migration Schedule <ol style="list-style-type: none"> 1. http://dii.vermont.gov/sites/dii/files/PDF/News/O365D_eptEmailMigrationTimeLine.pdf 2. <i>VT Department of Health migration date has the potential to change based on unvaulting speed increasing.</i> b. Number of Migrated Users <ol style="list-style-type: none"> 1. <i>There have been over 7,250 users licensed.</i> c. Unvaulting Status <ol style="list-style-type: none"> 1. <i>Department of Corrections is 98% complete.</i> 2. <i>Vermont Department of Health has started and is now 15% complete.</i> d. Organizations Remaining to Migrate <table style="margin-left: 20px; border: none;"> <tr> <td><i>AHS-DOC</i></td> <td><i>04/26/2016 - 04/28/2016</i></td> </tr> <tr> <td><i>AHS-VDH</i></td> <td><i>06/14/2016 - 06/16/2016**</i></td> </tr> <tr> <td></td> <td><i>Date change TBD</i></td> </tr> <tr> <td><i>JUD</i></td> <td><i>07/19/2016 - 07/21/2016</i></td> </tr> <tr> <td><i>LABOR</i></td> <td><i>08/09/2016 - 08/11/2016</i></td> </tr> <tr> <td><i>DPS</i></td> <td><i>10/18/2016 - 10/20/2016</i></td> </tr> </table> e. Global Issues <ol style="list-style-type: none"> 1. <i>None were reported.</i> 2. SharePoint – Phil D. <ol style="list-style-type: none"> a. Migration Schedule 	<i>AHS-DOC</i>	<i>04/26/2016 - 04/28/2016</i>	<i>AHS-VDH</i>	<i>06/14/2016 - 06/16/2016**</i>		<i>Date change TBD</i>	<i>JUD</i>	<i>07/19/2016 - 07/21/2016</i>	<i>LABOR</i>	<i>08/09/2016 - 08/11/2016</i>	<i>DPS</i>	<i>10/18/2016 - 10/20/2016</i>
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	<ol style="list-style-type: none"> 1. <i>Scheduling users that have requested to migrate sooner rather than later which is assisting to compile the entire schedule.</i> 2. <i>Testing is still on track to be complete by April 29th.</i> <p>b. Status on Reported Issues</p> <ol style="list-style-type: none"> 1. <i>Currently Microsoft is working on branding issues.</i> 2. <i>Catapult is working on Global Navigation, Left Navigation &</i> 3. <i>Harry Bell is reviewing Catapult deliverables for ADA Compliance.</i> 4. <i>There have been 427 issues reported and 262 resolved.</i> <p>c. Overview explaining how a new SharePoint site request is fulfilled</p> <ol style="list-style-type: none"> 1. <i>Governance has been engaged and is currently working through the process of establishing a process for creating new sites.</i> <p>d. DocAve workflow issue update</p> <ol style="list-style-type: none"> 1. <i>The migration of workflows is not anticipated, per Microsoft. If they do that's a bonus, if they don't DII will work with organizations to understand next steps of recreating the functionality.</i>
<p>Notes</p>	<p>1. Open Discussions with Attendees to Address Questions</p> <p>a. Two-way trust update – Karen Canas</p> <ol style="list-style-type: none"> 1. <i>Currently established with; VVH, JUD, AHS, AGO, Tax, Tre & DLC.</i> 2. <i>Working with the following to establish; AOT, E911, AOE, DPS, ANR.</i> 3. <i>DII has reached out to the Department of Labor and has not received a response.</i> <p>b. Password resets via portal access is not working – Karen Canas</p> <ol style="list-style-type: none"> 1. <i>Testing post the meeting on 4/5 resulted in no issues, Microsoft fixed the issue.</i> <p>c. When will OneDrive for Business be available?</p> <ol style="list-style-type: none"> 1. <i>MFA & ADFS needs to be stood up, completion of enabling two-way trusts, and then configuration of the service.</i> <p>d. What does roll out of ADFS mean?</p> <ol style="list-style-type: none"> 1. <i>Switch syncing from the cloud to on premise authentication.</i> <p>e. When can users start using Skype for Business?</p> <ol style="list-style-type: none"> 1. <i>Skype for Business has been deployed for use, some entities have chosen not to deploy to their users. There is no</i>

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	<i>reason an organization cannot use the Skype.</i>
Tasks	None.