



**State of Vermont**

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**Migration to Office 365  
Meeting Log**

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Prepared By: Serena Kemp  
Date of Publication: 04/12/2016

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# Migration to Office 365

## Meeting Log

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

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

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