



State of Vermont

**Migration to Office 365
Meeting Log**

Prepared By: Serena Kemp
Date of Publication: 05/03/2016

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	05/03/2016		

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 <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>DOC successfully migrated</i> b. Number of Migrated Users <ol style="list-style-type: none"> 1. <i>There have been 8280 users licensed.</i> c. Unvaulting Status <ol style="list-style-type: none"> 1. <i>Vermont Department of Health has started and is now 100% complete.</i> 2. <i>Judicial 78% complete</i> 3. <i>Labor 28% complete</i> d. Organizations Remaining to Migrate <table style="margin-left: 20px; border: none;"> <tr> <td><i>AHS-VDH</i></td> <td><i>05/10/2016 - 05/12/2016</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> <p style="margin-left: 40px;">* would like to move up on the schedule.</p> e. Global Issues <ol style="list-style-type: none"> 1. <i>None were reported.</i> 2. SharePoint – Team <ol style="list-style-type: none"> a. Migration Schedule <ol style="list-style-type: none"> 1. <i>Testing has been slated as complete by April 29th</i> 	<i>AHS-VDH</i>	<i>05/10/2016 - 05/12/2016</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"> 2. <i>A draft schedule will be posted</i> b. Status on Reported Issues <ul style="list-style-type: none"> 1. <i>442 opened, 326 resolved, 48 open, in retesting, etc.</i> 2. <i>A ticket is open with MS to discuss the load bar to become ADA compliant.</i> c. Current migration status <ul style="list-style-type: none"> 1. <i>Three sites have migrated</i> 2. <i>VTrans will be migrating their 176 sites starting May 6th.</i> 3. <i>There is a draft schedule that is being vetted and communicated with others to validate and firm up. There are a total of 1,829 sites needing to be migrated. The draft will be provided by the end of the week to the project website. The agencies and departments who responded have</i> 3. Training - Angela <ul style="list-style-type: none"> a. Update on usage <ul style="list-style-type: none"> 1. <i>9,400 emails went out to KnowledgeWave letting users know training is now available.</i> 2. <i>2,100 people have logged in and visited the training material.</i> 3. <i>KnowledgeWave is working with DII to modify they content and fits the SOV's needed.</i> <ul style="list-style-type: none"> 1. <i>Please share feedback and requests for more content with Angela Leclerc.</i> Angela.leclerc@vermont.gov or contact KnowledgeWave directly at education@knowledgewave.com 4. <i>DII is looking to make this available beyond the remaining</i> 5. <i>DII is working with other organizations to promote the training capabilities.</i>
Notes	<p>1. Open Discussions with Attendees to Address Questions</p> <ul style="list-style-type: none"> a. How is the variance of licensing? <ul style="list-style-type: none"> 1. <i>There have been 10,500 purchased and we're not running over at this time or slated to based on remaining organizations to migrate.</i> b. Is there Alt Text for the SOV load bar? <ul style="list-style-type: none"> 1. <i>Yes. We're looking at if it's populated.</i> c. If you feel there's a show stopper to going live with SharePoint Online sites, please reach out to Darwin Thompson. Darwin.thompson@vermont.gov. <ul style="list-style-type: none"> 1. <i>AHS has identified metadata did not migrate properly and has already been reported.</i> d. Security groups needing a script to assist in migration will be vetted and tested here within DII and shared once ready. e. Will organizations be able to use features they have already purchased with KnowledgeWave?

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	<p style="text-align: center;"><i>1. DLC, Tax, Agency of Education (as well as others) should reach out to Angela Leclerc to be the conduit with KnowledgeWave.</i></p> <p>f. Will partners be able to have access to the training?</p> <p style="padding-left: 40px;"><i>1. No, they were not included. Reach out to Angela for assistance regarding payment.</i></p> <p>g. Warning message regarding SPO was running out of space, what is the future process for future needs for additional space?</p> <p style="padding-left: 40px;"><i>1. Right now sizing is based on needs of 2007. The SharePoint team and leadership is working to develop a formula to divide the SPO space based on number of users within an organization. A formula will be published. The SharePoint team will be sending documentation regarding the details to all the site admins and owners. This information will also be posted in the SLA.</i></p>
Tasks	<p>SharePoint Team – Send documentation regarding the formula for space that will be allocated to organizations.</p>