

# Microsoft Office 365 Migration Project - Status and Q&A (6/9/2015)

Tuesday, June 09, 2015

2:00 PM

Subject	<b>Microsoft Office 365 Migration Project - Status and Q&amp;A</b>
Date and Location	Tuesday, June 09, 2015 2:00 PM - 3:00 PM, DII - 133 State 5th Floor Main Conf Rm \ Call In: 1-877-273-4202 Room # 9221708
Attendees	Kemp, Serena; DII - VSMS Managers; DII - VSMS Technicians
Message	

[Link to Outlook item](#)

## Notes

Serena provided update –

- Minutes to these meetings will be available on the project website.
- Enterprise Agreement has been signed and is routing through the PO process.
- The migration vendor contract is with the Attorney General's office for review.
- Technical training is available tomorrow June 10th if you have not signed up.
  - The cost is \$99 per person and that price is extended by Knowledge Wave for the same price
- Website FAQ has been updated, please review the items in there for an answer and if you do not find what you are looking for or need more information please email the team at [dii.O365project@state.vt.us](mailto:dii.O365project@state.vt.us)
- Microsoft Access is included in the Office 365 license now, MS has added it to the bundle.
- There's been a lot of conversation regarding MACRO's and if they function within the Online environment, the answer is: It depends. It depends on the quality of the code written. Provided by MS.
- Cost of a G1 license is \$110 & G3 is \$313 for demand services.
- If you do not have a test account and would like one you need to reach out to John Quinn.

## Questions:

Melissa - ACCD - Questions being sent to portal -- what is approximate response time? 2 weeks?

It's taking about that amount of time. A lot of questions are about how's or in the weeds, and we want to work with Microsoft in a general sense so we can answer the questions. It's taking a little

bit longer. There are other priorities such as getting the EA agreement signed, SOW, etc. So the project can start moving. Apologize, but trying to coordinate the questions.

Finding it difficult to find questions right now -- do a CTRL F and do a word search.

Had a couple questions -- sent in -- re: 2016, and co-authoring.

Serena will follow up on that after the meeting.

Melissa -- can we get copies of EA contract and SOW?

When it's complete.

When all documentation has completed for that, there are still some residual things happening, once it's all done, sure.

Where will it be posted?

Not our intent to post the contract online for the open public to read.

Could it be on O365 SharePoint site?

Serena will put it out there at some point and share the link. Karen is reminding me not everyone has access to the site, so let me know if you need access.

### **Timeline Questions:**

Nouha -- SOW with Catapult being reviewed by AG's office. What is timeline proposed for migration?

Hasn't been a change to the amount of time from what Nouha has reviewed. Nouha doesn't think it's achievable time line. Catapult will do a deeper dive and further define when they start.

June 30th start (contract signed and resources here). Expected they stay through Oct. 5th for SharePoint. Exchange -- June 30h, depart beginning of Sept.

Nouha -- Assessment by Catapult, could there be a schedule change after their assessment.

No plans for schedule change at this time. But first 10 days is workshops and interviews. First six weeks is planning for move of data. Should be plenty of time for planning, interviews, workshops and understanding requirements that are documented by the departments.

2 parts to migration -- user interface with SharePoint Online?

Not sure what you're talking about specifically -- email John and detail what you mean specifically, we can try to get you an answer.

Melissa -- how do agencies get involved in process with this?

We're waiting to get the contract back and signed. Once signed, they'll send info on how the process goes. Expecting from there to share with other departments/agencies. We're choosing June 30th start date based on assumptions. Could be out a little based on contract signing. Not our intention to do this by ourselves by any means. Need to hear from migration vendor and make sure we have the right process first. Yes, agencies will be involved in this process.

Darin -- KnowledgeWave thinks timeline is not enough?

They're not aware of our environments. This is why we chose the vendor we did. They've done this quite a bit. Happy to talk about it more.

### **OneDrive Questions:**

Dana -- Can OneDrive be turned off for now with online apps?

Let's talk about offline, but John doesn't understand what he's asking for.

Can it be shut off? Yes, but not part of project. Our goal is to move H drives (home directories) to OneDrive.

Sean - Judiciary -- is that a business driven decision? Certain departments it's not a possibility?

We understand. Migration is business driven, not administrative.

Morgan - EDU - If we disable/enable OneDrive, can we disable/enable sharing with external sources?

Yes, we can. (They are worried about it -- so are we)

Darin -- any idea on how OneDrive is going to work, especially with network shares?

Not sure what you mean by network shares? Assuming H: drives will move to One Drive so people with online access can access those files as well. At this time no schedule to move file shares to SharePoint.

Will there be a way to access shared drives through their PC? Like they do now?

Yes. Should show up like a regular drive.

Plan for shared drives?

Trying to figure out cost if we want to move all file shares to SharePoint? What would it cost? Cost more/less? Still exploring it. Obviously if we can lower our costs by moving to cloud we'd like to.

Not adding to scope of this project -- would be an additional phase.

This determines my G1 account -- so right now, no G1 -- all G3

All files have to be in OneDrive -- so that's too hard and confusing for most people to deal with.

John asking people to explore moving their files to SharePoint where they can -- in offices or divisions where they can. We've been looking internally and see what we could move and be in SharePoint vs. shared drives. Doing our own analysis too. Understand your constraint, but where possible try moving files to SharePoint.

Laura Williams -- One drive -- can share to anyone externally? Governance?

Extension of Morgan's question -- can we enable restrictions on sending to people outside of state government? Answer is yes, we can lock it down to who you can send to. It's configurable.

Is it flexible, or one size fits all? Security?

These are Home drives -- been all of our policy not to share home drives.

Microsoft markets it to share?

John said we have ability to restrict. But if we use like current H; drive, then might not. It's a space for one person.

Brian - back to shared drive thing. DMH heavily uses shared drives. There really is no solution in Office 365 replacing one to one a shared drive. One Drive is tied to an individual. Somebody has to own it?

Yes, that's correct. Specific to user. But what we said earlier MS recommendation is that our file servers or those file shares go into SharePoint. Obviously, that's not an easy move/transition. Out of scope and will be a separate phase.

So all AHS users G3?

We can't answer that. It's a business decision to be made by the Departments.

### **SharePoint Migration Questions:**

SharePoint Online migration -- users be able to sign off on migration?

Business is not going to sign off individually with vendor. There is a user acceptance period - - expecting vendor to give us guidelines on that. Received tool we're using to migrating data. We've been testing, so we're ahead of the game so hope to have extra time for UAT.

Who signs off on UAT?

John does.

So we bring issues to you/project manager?

Yes. When I say I will be, it's DII. We are the contract holders.

You're not the users?

We'll sign off on whether or not Catapult receives payment for that portion. We will be working with you through this period and communicating about whether or not testing was acceptable or not. Potentially Catapult could be signed off and move away, and the State may still have tasks.

Nouha -- after migration is done, how long will 2007 server be up?

John -- we're not keeping it up. Data will be retained. But we have no intention of keeping the 2007 environment up.

We have lots of supporting documentation -- lots of sites with support documentation. After migration we want users to update them and provide info to the user. Preference is to have 2007 instance running until we're done training people.

We understand what you're saying, but not our intention to keep the 2007 environment up. It could be over a year for you? That's cost prohibitive. Will work with you to ensure data is moved and validated. But for individuals to update all docs, before moving, not sure. Will need to discuss further.

Laurel Williams -- Does existing docs with Catapult work on hierarchy for SharePoint? Metadata. Just wanted to know whether we plan to have enforcement of site hierarchy or site organization or site metadata?

We think some of that is still in scope for Catapult to help with. Want to include it as much as possible to set us up to dig down deeper after this project.

Morgan -- SharePoint storage -- will it be charged against the User's quote? How will it be charged to agencies?

Each agency has a certain amount (20GB site collection). Plan on doing same thing going forward. If you need more space, we will buy that additional space from MS. And then bill back. Cost is very comparable to now.