



State of Vermont

**Microsoft Office 365 Migration Project
Detailed Status Report**

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Date of Publication: 04/17/2015

Migration to Microsoft Office 365

Detailed Status Report

Project Manager	Serena Kemp	Date	04/17/2015
Status	Green		
Reporting Period	From 04/06/2015 to 04/17/2015	Phase	Initiate

Project Overview
<p>The Department of Information & Innovation (DII) is working with Microsoft to provide service to the State for Exchange online (Outlook email), Office applications (Word, Excel, PowerPoint, etc.) and SharePoint online. Currently DII supports the full time administration and hosting needs of these services, however this project will put the administration in the hands of Microsoft to take advantage of their expertise. The migration to Office 365 provides standardized applications for DII to support, will lower operational costs and reduce the State's hardware and storage needs to provide the same service. State employees will be able to take advantage of the ability to access working documents regardless of their location, assisting with the ability to continue performing daily duties regardless of the ability to be at the office.</p> <p>This transition to Microsoft online creates the opportunity for enhanced productivity through Microsoft's web applications for business users on the go; while still having data stored securely. The State of Vermont will no longer worry about version upgrades and resource expertise, as these things are now done by the experts at Microsoft.</p>

Business Justification
<p>The migration to online services (the cloud) will provide the ability for State employees to access their documents from any location with internet service, whether that is at an alternative work site, at home, or any other destination which is not their office. DII will have the ability to operate more efficiently, therefor lowering operating costs, by enabling Microsoft to support the State's environment leading to the leverage of share services and cloud-based IT for a better economy of scale. As a result of moving to the cloud there will be regained storage space and hardware that will be reused during the virtualization process of another agency.</p>

Milestone	Estimated Completion Date	Completion Date	Comments / Reason for Variance	Status <small>(Completed, In Progress, On Hold, Not Yet Started)</small>
Obtain Agreement with Migration Vendor	04/30/2015			In Progress
Obtain an Enterprise Agreement with Microsoft	05/15/2015			In Progress
Deliver a Migration Plan	06/01/2015			In Progress
Complete Migrate Exchange to Exchange Online	08/31/2015			Not Yet Started
Complete Migrate SharePoint to SharePoint Online	09/30/2015			Not Yet Started
Provide Microsoft	12/31/2015			Not Yet

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Office suite of Applications Online Availability				Started
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Timeframe	Beginning Budget	Planned Expenses	Unplanned Expenses	Variance (+/-)	Earned Value (BCWP)	Comments
This Period	\$3,170,623	\$0	\$0	\$0		
Projected Expenses for next two weeks		\$0	\$0	\$0		
Additional Notes	No expenses expected until after the migration vendor is chosen.					

Accomplishments this period:
<ul style="list-style-type: none"> • Met with the last potential implementation vendor on April 9th. • Reviewed the charter with Richard for feedback. • Scheduled a stakeholder wide meeting to occur every other week. The standing agenda is to discuss the status of the project and open the last 45 minutes up for Q&A for the duration of the project ending in December.

Planned accomplishments for next period:
<ul style="list-style-type: none"> • Choose an implementation vendor and create a SOW. • Finalize the project charter and obtain signature.

Other Comments / Issues / Scope Change / Risks
<ul style="list-style-type: none"> • The Microsoft Enterprise Agreement has been under review and edit by Microsoft, DII's Contracting & Procurement Office, and the Attorney General's Office since the end of January 2015. The date of completion, May 15th, was provided by Microsoft however, I am working with each group to identify tasks that warrant an additional four weeks of review. • The project SharePoint site is located: https://inside.vermont.gov/sov/O365/default.aspx If you need access please send Serena Kemp an email.

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