



**State of Vermont**

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

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# Migration to Microsoft Office 365

## Detailed Status Report

<b>Project Manager</b>	Serena Kemp	<b>Date</b>	05/18/2015
<b>Status</b>	Green		
<b>Reporting Period</b>	From 04/18/2015 to 05/18/2015	<b>Phase</b>	Initiate

Project Overview
<p>The Department of Information &amp; 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>
<b>Obtain Agreement with Migration Vendor</b>	<b>04/30/2015</b> (06/15/2015)		Catapult was chosen as the migration vendor and the SOW is with the DII Contracting & Procurement Office, their priority is the Enterprise Agreement with Microsoft. New expected completion date is 6/15/15.	In Progress
<b>Obtain an Enterprise Agreement with Microsoft</b>	<b>05/15/2015</b> (05/29/2015)		MS and SOV attorneys are nearly complete with their negotiation. MS attorney had a family emergency resulting in a new resource needing to be brought up to speed. New expected completion date is 5/29/15.	In Progress
<b>Deliver a Migration Plan</b>	<b>06/01/2015</b> (06/19/2015)		This will take place with the migration vendor. New expected	In Progress

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			completion date is 6/19/15.	
<b>Complete Migrate Exchange to Exchange Online</b>	08/31/2015			Not Yet Started
<b>Complete Migrate SharePoint to SharePoint Online</b>	09/30/2015			Not Yet Started
<b>Provide Microsoft Office suite of Applications Online Availability</b>	12/31/2015			Not Yet Started

<b>Timeframe</b>	<b>Beginning Budget</b>	<b>Planned Expenses</b>	<b>Unplanned Expenses</b>	<b>Variance (+/-)</b>	<b>Earned Value (BCWP)</b>	<b>Comments</b>
<b>This Period</b>	\$3,170,623	\$0	\$0	\$0		
<b>Projected Expenses for next two weeks</b>		\$0	\$0	\$0		
<b>Additional Notes</b>	No expenses expected until after the migration vendor is engaged.					

<b>Accomplishments this period:</b>
<ul style="list-style-type: none"> <li>• Catapult was chosen as the migration vendor.</li> <li>• A tenant name has been chosen and will be shared once the Enterprise Agreement has been signed.</li> <li>• The Secretary of State VSARA team has been engaged and is now part of the project team. They will be providing support and policy information regarding data and its management.</li> <li>• Active Directory (AD) cleanup work is nearly complete and has made a lot of progress.</li> <li>• Cache mode has been enabled within the DII Desktop support team for testing.</li> </ul>

<b>Planned accomplishments for next period:</b>
<ul style="list-style-type: none"> <li>• Complete the contracting requirements and have a signed agreement with Catapult.</li> <li>• Complete the negotiations between Microsoft and the State of Vermont regarding the Enterprise Agreement.</li> <li>• Enable cache mode within all of DII for a larger test group.</li> <li>• Continue to ensure data is organized and prepped for migration.</li> </ul>

<b>Other Comments / Issues / Scope Change / Risks</b>
<ul style="list-style-type: none"> <li>• The project SharePoint site is located: <a href="https://inside.vermont.gov/sov/O365/default.aspx">https://inside.vermont.gov/sov/O365/default.aspx</a> If you need access please send Serena Kemp an email.</li> </ul>

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- Every two weeks there is a stakeholder “Status and Q&A” meeting held on Tuesday’s between 2:00 & 3:00, to receive an invite please email Serena Kemp. The next five scheduled meetings are:
  - May 26<sup>th</sup>
  - June 9<sup>th</sup>
  - June 23<sup>rd</sup>
  - July 7<sup>th</sup>
  - July 21<sup>st</sup>

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