



State of Vermont

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

Prepared By: Serena Kemp
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Migration to Microsoft Office 365

Detailed Status Report

Project Manager	Serena Kemp	Date	06/19/2015
Status	Green		
Reporting Period	From 05/18/2015 to 06/19/2015	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 (06/15/2015)	06/12/2015	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.	Completed
Obtain an Enterprise Agreement with Microsoft	05/15/2015 (05/29/2015)	06/08/2015	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.	Completed
Deliver a Migration Plan	06/19/2015 (07/13/2015)		This will take place with the migration vendor. New expected	In Progress

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			completion date is 7/13/15.	
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 Office suite of Applications Online Availability	12/31/2015			Not Yet Started

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 engaged.					

Accomplishments this period:
<ul style="list-style-type: none"> • The Enterprise Agreement with Microsoft was signed by DII on June 8th. • A contract with Catapult was executed and signed on June 12th. • Active Directory (AD) cleanup work within VSMS & all foreign domains is nearly complete and is expected to be completed by June 26th. • Cached mode has been enabled within the all of DII for testing and has not displayed any concerns of enabling for other agencies and departments. • Updated the project website (http://dii.vermont.gov/news_issues/projects/office365) with content in the frequently asked questions and project communications sections.

Planned accomplishments for next period:
<ul style="list-style-type: none"> • Engage Catapult to start their analysis of the State's Exchange and SharePoint environments. Exchange is tentatively scheduled to begin on June 29th and SharePoint on July 8th. • Continue to ensure data is organized and prepped for migration. • Work with Microsoft and a third party training facility to negotiate and define orientation training for all users of the future Office 365 environment for the State. • Work with agencies and departments to enable cached mode within their organization.

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Other Comments / Issues / Scope Change / Risks

- The project SharePoint site is located: <https://inside.vermont.gov/sov/O365/default.aspx>. If you need access please send Serena Kemp an email.
- 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:
 - June 23rd – New Agenda: Discuss the difference between G1 & G3 license bands with Microsoft.
 - July 7th
 - July 21st
 - August 4th
 - August 18th
- The project website is located: <http://dii.vermont.gov/support/ms365> and provides a project overview, FAQ’s, and user trainings. Additionally, the project team uses the website to make announcements of upcoming events or topics of interest. Please continue to check the website for updated information.