



State of Vermont

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

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Migration to Microsoft Office 365

Detailed Status Report

Project Manager	Serena Kemp	Date	08/28/2015
Status	Green		
Reporting Period	From 08/17/2015 to 08/28/2015	Phase	Planning

Project Overview
<p>The Department of Information & Innovation (DII) is working with Microsoft to provide service to the State for email, SharePoint and other Office 365 applications. Currently DII supports the administration and hosting needs of these services, through the successful completion of this project Microsoft will assist the State in that support. The migration to Office 365 provides standardized applications for the State's use, will not increase operational costs and reduce the State's hardware and storage needs to provide the same or enhanced services. 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 have more consistency with applications available to staff as Microsoft will be providing the resources necessary to maintain, upgrade and support these applications.</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 by enabling Microsoft assist in supporting 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>
Deliver a Migration Plan for Exchange	09/30/2015 (08/15/2015)		Unforeseen amount of errors needing to be resolved by Microsoft.	In Progress
Migrate to Exchange Online	11/2015		DII pilot users have been	In Progress
Migrate to SharePoint Online	04/2016			Not Yet Started
Rollout features of Office 365	Begin 9/2015 & Continue through 4/2017			Not Yet 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	Invoices are not expected to be received by the State until Microsoft funding has been exhausted.					

Accomplishments this period:
<p><u>Exchange:</u></p> <ul style="list-style-type: none"> Migrating and testing the functionality with the test accounts to the State's cloud environment has been completed. Approximately 65% of the pilot users mailboxes have been prepped to for cut-over and migration to the cloud. Migrated a pilot user's mailbox and resolved minor errors. <p><u>SharePoint:</u></p> <ul style="list-style-type: none"> The State's Azure environment will be used for continuing to provide public facing SharePoint sites. There were three options presented and this was the best suited for the State. Continued to migrate additional test data and resolve errors. Including the errors with the migration tool. Continued to work with site owners to clean up sites and data. Catapult has made progress on a draft migration plan, however it is contingent upon error remediation and site/data clean-up. <p><u>Additional Items:</u></p> <ul style="list-style-type: none"> Pilot users list is 85% finalized, expect to resolve remaining 15% soon. Trainings for the pilot group is also 85% complete, the pilot users directly impact this completion. A webpage, stemming from the project page, has been stood up for pilot user reference.

Planned accomplishments for next period:
<p><u>Exchange:</u></p> <ul style="list-style-type: none"> Complete prepping pilot users mailboxes for cut-over and migration to the cloud. Migrate DII pilot users for initial testing. <p><u>SharePoint:</u></p> <ul style="list-style-type: none"> Begin migrating live data and resolving errors. Work with Catapult to complete migration plan, SOV needs detail regarding timeline impacts. Begin back-end development, this is to build out the approved wireframes for look and feel. <p><u>Additional Items:</u></p> <ul style="list-style-type: none"> Complete working with agencies and departments to refine the pilot user list.

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- Complete training of remaining pilot users.
- Refine pilot page information and content.

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