



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	09/11/2015
Status	Green		
Reporting Period	From 08/31/2015 to 09/11/2015	Phase	Planning/Executing

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 migrated.	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"> All pilot users mailboxes have been prepped and are ready for cut-over. All migration of pilot users is expected on 9/21. DII has been migrated to the cloud and is currently testing email functionality. <p><u>SharePoint:</u></p> <ul style="list-style-type: none"> DII data has been going through the migration process with live data and resolving errors. There has been no interaction requesting testing beyond technical staff working the process. Progress has been made with Catapult to complete migration plan. Back-end development has been started, this is to build out the approved wireframes for look and feel. Continued to work with site owners to understand high-priorities, areas of concern, etc. This is based on an email sent out and minimal responses received. <p><u>Additional Items:</u></p> <ul style="list-style-type: none"> Completed working with agencies and departments to refine the pilot user list. Completed training of remaining pilot users. Refined pilot page information and content.

Planned accomplishments for next period:
<p><u>Exchange:</u></p> <ul style="list-style-type: none"> Continue testing migration to the cloud with the DII users. (Approx 10% of the pilot users list.) Begin migrating remaining pilot users. (Remaining 90% of pilot users.) Make a go/no-go decision to start the prepping and migrating process for remaining State employees. <p><u>SharePoint:</u></p> <ul style="list-style-type: none"> Work with Catapult regarding the migration plan to obtain a final draft ready for stakeholder review. Begin communication regarding anticipated migration dates with site owners. Continue to call site owners for more information regarding their sites and site collections. Continue to test migrating DII data until the process is trimmed down and sufficient to use across the State. <p><u>Additional Items:</u></p> <ul style="list-style-type: none"> None at this time.

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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.