



**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>Status</b>	<b>Yellow</b> - The project has been placed in yellow status due to receiving an invoice from Catapult, yet not all deliverables have been received.  The <b>impact</b> is to the project schedule and potentially the budget. Project Sponsors are engaged with leadership at Catapult.		
<b>Reporting Period</b>	<b>From</b> 09/14/2015 <b>to</b> 09/25/2015	<b>Phase</b>	Planning/Executing

<b>Project Overview</b>
<p>The Department of Information &amp; 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>

<b>Business Justification</b>
<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>
<b>Deliver a Migration Plan for Exchange</b>	09/30/2015		The delivery is at risk as this is an item being discussed with Catapult leadership.	In Progress
<b>Migrate to Exchange Online</b>	11/2015		All pilot users have been migrated.	In Progress
<b>Migrate to SharePoint Online</b>	04/2016		DII & ACCD data has been used for testing the migration process and tool.	In Progress
<b>Rollout features of Office 365</b>	Begin 9/2015 & Continue through 4/2017		Testing has begun, no decisions have been made.	Not Yet Started

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Timeframe	Beginning Budget	Planned Expenses	Unplanned Expenses	Variance (+/-)	Earned Value (BCWP)	Comments
<b>This Period</b>	\$ 210,160	\$0	\$0	\$0		Budget update, amount to be monitored reflects the contract amount.
<b>Projected Expenses for next two weeks</b>		\$ 42,180	\$0	\$0		
<b>Remaining Budget</b>	\$ 167,980					
<b>Additional Notes</b>	The amount to be paid is for the following completed work: <ul style="list-style-type: none"> <li>- Configuration of Exchange Hybrid Server</li> <li>- Project Management Activities</li> <li>- Migration of all 100 pilot users</li> <li>- AADSync Configuration</li> <li>- Cloud Tenant Provisioning</li> <li>- SharePoint Master Page Development</li> </ul>					

<b>Accomplishments this period:</b>
<p><b><u>Exchange:</u></b></p> <ul style="list-style-type: none"> <li>• Completed testing and migrating DII users to the cloud.</li> <li>• Completed migrating the remaining pilot users across all domains. (There are 15 domains across the State.)</li> <li>• Resolved unexpected tenant errors due to foreign domain Active Directory (AD) information being inaccurate or incomplete, as well as modified configurations for future migrations.</li> <li>• Met with the Microsoft OnBoarding Center to discuss the transition of migration assistance from Catapult. The OBC needs a two week notice to being migration efforts.</li> </ul> <p><b><u>SharePoint:</u></b></p> <ul style="list-style-type: none"> <li>• Continuing to test migrating DII data with the current configurations of the DocAve tool.</li> <li>• Drafted the communication regarding anticipated migration dates with site owners.</li> <li>• Continued to call site owners for more information regarding their sites and site collections.</li> <li>• Began developing testing plan for migration efforts.</li> </ul> <p><b><u>Additional Items:</u></b></p> <ul style="list-style-type: none"> <li>• Spent considerable amount of time discussing deliverables and invoicing process between Catapult, DII and Microsoft.</li> <li>• Upgraded all DII pilot users to Office 2016 to begin testing prior to roll-out to larger pilot team.</li> <li>• Sub-committees for communications, training, governance and SharePoint were stood up. This is to allow project team members to participate in an area of interest and assist with transitioning project team meetings needing to be more like a status meeting, back to a project team meeting.</li> </ul>

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### Planned accomplishments for next period:

#### Exchange:

- Continue to work with the Microsoft OnBoarding Center to discuss the details and requirements of engagement for migration.
- By end of two-week period, make a go/no-go decision to start the prepping and migrating process for remaining State employees. (Based on pilot testing.)

#### SharePoint:

- Continuing to test migrating DII data with the current configurations of the DocAve tool.
- Send communication regarding anticipated migration dates to site owners for feedback.
- Continued to call site owners for more information regarding their sites and site collections.
- Continue refining testing plan.

#### Additional Items:

- Begin testing process with larger pilot user base on 9/30.
- Monitor testing results on a daily basis to gage when/if a go/no-go decision can be made.
- Resolve deliverable and contractual obligation issues with Catapult.

### Other Comments / Issues / Scope Change / Risks

- Risk: Catapult may not be engaged for SharePoint migration which could impact the schedule of migrating sites and site collections.
- The project SharePoint site is located: <https://inside.vermont.gov/sov/O365/default.aspx>. If you need access please send Serena Kemp an email.