State of Vermont

Migration to Office 365
Meeting Log

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Project Manager	Serena Kemp	**Facilitator**	Serena Kemp
Purpose of Meeting	Provide a status regarding the project and discuss questions.		
Date of Meeting	03/08/2016		

Agenda Item/Topic	Notes
Quick Project Reference	Website; http://dii.vermont.gov/news_issues/projects/office365 Email; dii.office365@vermont.gov FAQ Document; http://dii.vermont.gov/application/desktop/ms365/faq Training; http://dii.vermont.gov/support/ms365
Questions waiting on a response:	None.

Agenda	1. Exchange – John Q.
	    a. Migration schedule and the potential for changes
	        a. DCF will still continue to migrate March 15th.
	    b. Number of migrated users
	        a. Approx 4700
	    c. Unvaulting status of DCF
	        a. 99% complete and expected to be complete today.
	    d. Next organizations to migrate
	        a. Please note migration windows are three days, starting on Tuesday and completing on Thursday.
	            1. DCF – 3/15
	            2. DVHA – 3/29
	            3. Corrections - 4/26
	            4. Health – 6/21
	            5. Judiciary - 7/19
	            6. Labor - 8/9
	            7. Public Safety - 10/18
	        b. These new dates were determined by the unvaulting speed of DCF and applied to remaining schedule. These dates are being coordinated with AHS PM, Helen Tanona, to discuss any operational concerns and adjust accordingly.
	2. SharePoint
	    a. Issue Update – Joe L.
	        a. Total there are 401, with 193 resolved so far. Resolved means there's a fix for the issue that has been vetted and

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worked through. Duplicate issues, with a vetted process that resolves the issue, are also considered resolved once instructions are provided to the Site Administrators by the SharePoint Team. If help is required/requested to walk through the instructions provided, the SharePoint Team will assist the Site Admin's.

   b. Transition Plan Update – Tara

       a. *A detailed plan is approximately 95% complete and documented. Expecting to send out to a larger audience for feedback.*

3. Desktop – Shawn P.

   a. Software application and compatibility concerns

       a. Testing

           1. *Testing of business operated applications will be the best way to identify users, or groups of users, who cannot adjust their office applications.*

       b. Abbey (Adobe)

           1. *A release from Adobe has resolved the issue.*

       c. Harmony

           1. *This issue is specific to Harmony, the update released from Harmony was not compatible with O365.*

   b. *There is also a known issue with Adobe DC. You can find more information here: https://helpx.adobe.com/acrobat/kb/known-issues-acrobat-dc-reader.html*

   c. *As always, if you have concern with how the functionality of your Office applications or software applications, please submit a [LANDesk](#) ticket or contact the Service Desk (828-6620) for assistance.*

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Is there an impact to the SharePoint Online (SPO) schedule?
- No. The only schedule adjustments made are to the Exchange Online portion.

What are the dependencies for transitioning to the new environment? (As an example; security groups)
- Yes, depending on your department or agency.

Is the April 30th deadline for SPO still valid?
- Yes. (For initial testing.)

Are sites that will be transitioning soon using the master page?
- Some are and others are not, it's not requirement to be used for internal sites. Public facing sites must use the master page.

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	How can the master page be removed from my organizations internal site collection? - Send an email to the SharePoint Project Team at DII - Sharepoint Administrators DII.SharepointAdministrators@vermont.gov How is Access being deployed for G1 users? - Online version is the only version available for G1 users. ➔ **Phil from DAIL: Thank you for quickly responding to our needs.** Is there online information to look at for issues? - Yes, Adobe's site is here: https://helpx.adobe.com/acrobat/kb/known-issues-acrobat-dc-reader.html However, please feel free to submit a ticket to LANDesk since it appears there's not a wide spread issue. Adobe DC has been removed and restored Adobe 11. File shares moving to SPO, is that still part of the plan? - Yes, it's in scope just not within this phase. What about SPO not being a file management solution, what type of documents will be stored there? - At this time, it's not all know what will be moved vs. left on servers at DII. Can an organization opt out of multifactor authentication? - At this time the security concern is great enough, while users are off premise, to ensure a multifactor process is in use.
Tasks	**Shawn;** reach out to Melissa at ACCD to discuss Access needs of G1 users. **Karen & Tara;** Look at OneDrive and the retention of documents.