VERMONT

State of Vermont

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Migration to Office 365
Meeting Log

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Prepared By: Serena Kemp
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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	03/22/2016		

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
	    1. *http://dii.vermont.gov/sites/dii/files/PDF/News/O365DeptEmailMigrationTimeLine.pdf*
	  b. Number of Migrated Users
	    1. *There have been approximately 6,800 users licensed.*
	  c. Unvaulting Status
	    1. *Department of Corrections is 22% complete.*
	  d. Organizations Remaining to Migrate
	
	    AHS-DVHA 03/29/2016 - 03/31/2016
	    AHS-DOC 05/10/2016 - 05/12/2016
	
	    AHS-VDH 06/14/2016 - 06/16/2016
	    JUD 07/19/2016 - 07/21/2016
	    LABOR 08/09/2016 - 08/11/2016
	    DPS 10/18/2016 - 10/20/2016
	  e. Issues
	    1. *None to be discussed at an enterprise level.*
	2. SharePoint – John Q.
	  a. Migration Schedule
	    1. *Testing is still on schedule to be completed by April 29th*
	  b. Number of Sites Migrated vs. Remaining
	    1. *Two groups committed to going live.*
	    2. *Communications regarding the final migration will be*

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going out in the upcoming weeks.

   c. Issues

      1. *408 issues documented of those 166 remain open.*

      2. *Majority are with AHS and ACCD.*

      3. *Meeting with a group of site admins to talk about remaining branding items to talk with Catapult.*

3. Desktop – Shawn P.

   a. Changes with Office deployment

      1. *The change users will see is there is a pop-up that will complete the migration if not successful on Tuesday night. The user will have a period of time to defer the completion, after an hour it will automatically run which stops user's ability to continue using their computer.*

4. Training – Serena

   a. Training Expiring

      1. *Training through the current resource, Brainstorm, expires April 15th. Please visit http://dii.vermont.gov/support/ms365 as a training resource. DII is looking into how to provide training post April 15th.*

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<tr><td>**Notes**</td><td>

Do we have an idea of what issues are show-stoppers not allowing someone to go live?

- *Based on a user's submission the issue has been identified as critical.*

It's being requested, specifically by the Health Department, would like training extended.

- *Currently DII has the OK to provide training, however DII is working with Brainstorm to work out the details.*

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<tr><td>**Tasks**</td><td>None.</td></tr>
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