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State of Vermont

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Migration to Office 365
Meeting Log

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Prepared By: Serena Kemp
Date of Publication: 04/05/2016

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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	04/05/2016		

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 – Serena
	   a. Migration Schedule
	      1. http://dii.vermont.gov/sites/dii/files/PDF/News/O365DeptEmailMigrationTimeLine.pdf
	      2. Department of Corrections is meeting on Monday, April 11th to discuss the potential of migrating 2 weeks earlier than anticipated, with a target migration date of April 26th.
	      3. No other migration date changes are being discussed at this time.
	   b. Number of Migrated Users
	      1. There have been over 7,250 users licensed.
	   c. Unvaulting Status
	      1. Department of Corrections is 82% complete.
	   d. Organizations Remaining to Migrate
	
	     *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. Global Issues
	      1. None were reported to Serena for this meeting.
	2. SharePoint – John Q.
	   a. Migration Schedule

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         1. Testing continues to be on schedule for completion by April 29th

     b. Number of Sites Migrated vs. Remaining

         1. Two groups committed to going live. AGR - Pesticide and DII – Mainframe. The status of their 2007 on premise sites are in read only and those groups are functioning in the States cloud environment.

         2. There are organizations asking to move forward, those are being routed to the Governance Team and will be stood up once parameters of governance has been addressed.

     c. Status on Reported Issues

         1. 426 issues documented, 18 of those issues are not started and the remaining are in some form of being worked on. The majority of the identified issues are with AHS and ACCD.

         2. There is a meeting with Catapult scheduled for Wednesday, April 6th for 8 hours a week for three weeks. Topic focus will be around branding.

         3. Joe will be working with Microsoft to scope out the amount of issues which remain needing attention from another resource.

3. Desktop – Shawn P.

     a. Current Status

         1. There are no new updates for departments regarding desktop changes.

     b. Internet Explorer

         1. DII is going to work upgrading IE version to IE11. Currently Desktop is working with AHS Central Office and BGS.

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Notes

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1. Open Discussions with Attendees to Address Questions

     a. Is there a way to provide service to an organization?

         1. Submit a LANDesk ticket, completing the required form, and based on the information provided, a site/site collection will be added. 2007 site requests are being evaluated and

     b. Is there awareness regarding what will be deferred vs. fixed before sign-off on is requested?

         1. Items such as ADA compliance will be focused on, color change desires we will defer those.

     c. How are groups being informed/notified they can be migrated to the new environment?

         1. Depending on the group, DII may reach out based on the

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number of issues remaining open vs. closed, or the entity may reach out to DII asking to migrate on their schedule.

   d. *Is there a status from AvePoint (DocAve) regarding workflow and resolving the current issues?*
      1. *Will need to follow up with Tara Pecor.*

   e. *As a site owner I have not been communicated to, how are folks being reach out to?*
      1. *The sites are being addressed one by one. The last communication to go out to this community was*

   f. *Are users being upgrade to IE11 being put into capability mode?*
      1. *No. If there is a SharePoint site issue capability mode is a looked at as a "fix".*

   g. *Is there a current schedule for IE upgrades?*
      1. *Not at this time. Entities are being polled and those who respond*

   h. *Any documentation for an instance of Office applications? (Replaces home-use program.)*
      1. *Not at this time, this is a governance conversation. This is being reviewed by the State's legal community. Microsoft is okay with letting people use the Microsoft licensing anywhere. The Labor Relations Board is discussing the concern of providing functionality to one employee and not another.*
      2. *Instruction on how to install a copy of the license are provided by Microsoft just not promoted to SOV employees until a policy has been established.*

   i. *What is the status of training licenses provided by Microsoft? (Question directed to Shawn)*
      1. *Shared activation is available, for more information please reach out to Shawn Potter.*

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<tr><td>**Tasks**</td><td>

Angela & Tim will look into the password resetting issue. Current concerns are;
   1) When trying to reset my password from a remote location I was informed a call would be placed to my work phone.
   2) When trying to reset my password I received multiple error messages and was not able to use the Microsoft provided alternant links.

Tara will report back next week regarding the DocAve/AvePoint workflow status.

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