

Subject	Microsoft Office 365 Migration Project - Status and Q&A
Date and Location	Tuesday, May 12, 2015 2:00 PM - 3:00 PM, DII - 133 State 5th Floor Main Conf Rm \ Call In: 1-877-273-4202 Room # 9221708
Attendees	Kemp, Serena; DII - VSMS Managers; DII - VSMS Technicians
Message	Conference Call Information: Phone #: 1-877-273-4202 Conference Room #: 9221708

[Link to Outlook item](#)

Notes

On track to have agreement signed by end of week
Part of SLA process -- Angela asking for E1 vs. E3 band

When migrating mailboxes, group people together with delegate access

Active Directory cleanup -- from Matt Joska -- asking for info back within the next couple of weeks

Training -- email went out last week for IT Managers and technicians -- how to support Office 365
More training coming for end users. EA needs to be finalized first and Microsoft will provide end user orientation training

Questions:

Kevin Bracy -- Having trouble determining who they should slot in E1 vs. E3. After flood most everybody has laptops. Fear is too much E1, what happens with no access to Internet. Any other determination other than chart?

If internet access is an issue, should probably go with a E3 license -- full version accessible on machine in spite of internet connection

If running laptops, you should probably be an E3

Are most people going with E3?

E1 is for someone who is not at a desk regularly. (highway plow drivers) Someone not regularly access office apps. E1 is someone not using the suite of application on a regular basis.

Moneywise -- if we go with almost all E3 licenses, how much more \$\$? IS it a significant cost difference? FY16 allocation is set - has gone down, not up. After that, FY17 is not set. More communication is going out. (Looking at Richard). Still determining outward years after FY16 will be billed and paid for.

Envisioning E3 licenses for most state workers. That's all in the budget today.

Nouha -- E3 and G3 being used interchangeably. G3 has HIPPA capabilities. Which is it.

MS redid their naming E1 and E3 -- enterprise license that's available to government.

How is non-government

We are not buying non-government

Is mailboxes -- E3 encrypted at rest

By default in transit and at rest both E1 and E3

Aaron - DOL -- AD standards document

Employee id field -- number

Is employee ID confidential?

Yes

Why putting in AD that has read to everyone?

Need to get an answer on how that piece of data is calculated.

Who populates employee id -- when can it be done?

Domain administrators are responsible

Don't have employee ID numbers for employees

Standard - first name.last name -- is it mandatory

Not mandatory, but nice to have. We prefer it.

Can someone at Darwin's level communicate this policy? His commissioner doesn't fully understand it

Is someone going to spell out what we're saving?

Yes. We will share that. We need IT techs to be an advocate. Help sell it to your users. We have a large responsibility there as well to bring everyone to a common understanding.

DII working with Tanya Marshall re standards (State Archivist)

Think that firstname.lastname will become a standard (part of metadata)

To bring Active Directories to look the same and in line with state meta data standard

Sean -- how about a Summit meeting -- to talk about a top down change vs. Bottom up

We will help and communicate better. Again, need your help selling this to leadership.

Nancy Collins - FIN - She's the contact for Finance. What information has gone out? (We handle)

SLA info going out soon

Kevin Bracey -- is personal device policy going to change?

Most likely (okay to use home computer, iPhone, etc.) We will need to update and sync with concerns. Don't know details yet.

We don't want to address with users right now? Holding mode right now?

We are in a holding mode right now. Hopefully it doesn't last much longer

Sean - mobile device management not in scope

Not for initial scope. It's a feature we're getting as part of O365. We're not making decisions and deploying until we know more. We need to know more before we enable a feature/roll out, and then pull back.

In a narrow sense, MDM outside scope of this project. Mobile device policy is in scope -- in a broader sense. As a state need to get a handle on it.

Timeline is confusing. Policy management?
Coming up with standard policy.

Richard -- we have state policies in place today. Team of people trying to enhance the policies. AG's office, Agency of Administration and others. At the moment, they are what they are. Implementing to those policies as they exist. Should they change we will adapt. That's not part of this. These are processes internally to comply with policies as they exist.

Have mechanism to enforce -- policy have not changed. Under consideration for change but not part of this project.

Who are stakeholders now setting policy? What is timeline of their decisions with relation to this project?

Happening at Governor's office -- clearly outside of scope of this project.
We can only continue to communicate.

Communication with Executives -- Commissioners, Deputies, Secretaries, etc.

Interested in feedback on executive communication -- what should it include??
Darwin asking Aaron to check with Tom T. -- we'll follow up with DOL

Mark @ treasury

Difficulty moving from 1 to 3? Or 3 to 1?

Easy to move 1 to 3? But harder to move 3 to 1 within the same fiscal year. (costwise)
Functionality wise easy, it's cost .

Thinking of keeping local (Office 2010) -- so E1. But would have to upgrade to E3 if needed for desktop applications upgrades later on.

Have Excel issues -- make sure we're not forcing move to 2013 prematurely

Resource area to see what everyone is categorized as?

They will receive list of users from Angela
You can run a report from AD on OS version

*****Shawn says you have to remove Office 2010????*****

Darin - no experience with how E1 works

How do you open file on shared drive? Does it automatically open? Wants E1 accounts to test with.

Lot more testing to be done

Will use AHS as part of our test plan

Will most by groups -- and test to make sure about version

Tom B - E1 as it pertains to partners. Have partners using state-issued computers, taking full advantage of many features of office and will continue to need to do so to continue to do their jobs -- but only can get E1.

Correct

That affects ability to do business

Shawn thinks there should be a discussion about partners without state issued computers vs. machines that we manage/patch on the network. **Could potentially be E3 candidates. Departments could pay that extra \$\$ for the account.**

Partner accounts are pay as you go. Not part of allocation.

Kevin from ANR - **is every intern an E1?** Are they state employees? Do they have an employee #?
Need to look at those. We true up with Microsoft every year.

Nouha - do you have an updated timeline for SharePoint online
Catapult chosen as migration vendor. Working through statement of work with DII Contracting.

We didn't start on start date yet?
Not exact date yet. Mid-June tentatively.

Would it be part of project Active Directory in sync with SharePoint?
It rarely happens where we have someone out of sync with AD in SharePoint. We have a solution for it. Once in a great while we still don't get it synced. 99.99% of the time they are in sync.

Laurel - Do we pull from multiple foreign ADs --
Standards come into play there

Melissa - ACCD
Active directory doesn't match -- in SharePoint
Put in a ticket and Rick can fix.
Serena has it as a project issue
When we go to new environment, we want to make sure it syncs.
It will be completely different sync process.