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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
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Project Manager	Serena Kemp	**Date**	08/14/2015
Status	Green		
Reporting Period	**From** 08/03/2015 **to** 08/14/2015	**Phase**	Planning

Project Overview
The Department of Information & 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. 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.

Business Justification
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.

Milestone	Estimated Completion Date	Completion Date	Comments / Reason for Variance	Status (Completed, In Progress, On Hold, Not Yet Started)
Deliver a Migration Plan for Exchange	08/15/2015 **(07/13/2015)**		Unforeseen amount of errors needing to be resolved by Microsoft.	In Progress
Migrate to Exchange Online	11/2015			Not Yet Started
Migrate to SharePoint Online	04/2016			Not Yet Started
Rollout features of Office 365	Begin 11/2015 & Continue through 4/2017			Not Yet Started

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Timeframe	Beginning Budget	Planned Expenses	Unplanned Expenses	Variance (+/-)	Earned Value (BCWP)	Comments
This Period	$3,170,623	$0	$0	$0		
Projected Expenses for next two weeks		$0	$0	$0		
Additional Notes	<mark>Invoices are not expected to be received by the State until Microsoft funding has been exhausted.</mark>					

Accomplishments this period:

Exchange:

- Resolved all but 10 or less AADSync errors with all domains connected.
- Connected all 15 domains to the State's cloud environment.
- Began migrating test accounts to the State's cloud environment.
- Modified firewalls settings with foreign domains owners.
- Published a draft migration plan for order of agencies and departments.

SharePoint:

- Received and approved wireframes for the look and feel of SharePoint online.
- Catapult will draft the key deliverable (Information Architecture document) which will incorporate end user feedback.
- Configure the migration tool (DocAve) and set up servers with required software.
- Reviewed Microsoft provided alternatives for existing public facing SharePoint sites. No decision has been made, only a recommendation. The recommendation is to utilize the State's existing Azure environment to allow operations to continue for public facing sites.
- Began migrating test data and resolved migration errors.
- Reached out to site owners to identify data and sites which are no longer needed and clean those items up.

Additional Items:

- Established training dates & times for the pilot group.
- Created a web page for pilot team.

Planned accomplishments for next period:

Exchange:

- Finalize migrating and testing the functionality with the test accounts to the State's cloud environment.
- Begin preparing pilot users mailboxes for migration.
- Migrate the pilot user's mailboxes.
- Modify the migration plan for agencies and departments as constraints are identified.

SharePoint:

- Evaluate the use of Azure for public facing SharePoint sites.

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- Continue to migrate additional test data and resolve errors.
- Continue to work with site owners to clean up sites and data.
- Catapult is to provide a draft migration plan.

<u>Additional Items:</u>

- Continue to finalize pilot users list through the changes as the pilot team begins engaging.
- Hold 9-12 trainings for the pilot group the week of 08/17/2015.
- Publish web page to pilot team.

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Other Comments / Issues / Scope Change / Risks
• The project SharePoint site is located: https://inside.vermont.gov/sov/O365/default.aspx. If you need access please send Serena Kemp an email. •