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	10/09/2015
Status	Green - The State and Catapult have come to an agreement; schedule has not been impacted.		
Reporting Period	From 09/28/2015 to 10/09/2015	Phase	Planning/Executing

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	09/30/2015		The delivery is at risk as this is an item being discussed with Catapult leadership.	In Progress
Migrate to Exchange Online	11/2015		All pilot users have been migrated.	In Progress
Migrate to SharePoint Online	04/2016		DII & ACCD data has been used for testing the migration process and tool.	In Progress
Rollout features of Office 365	Begin 9/2015 & Continue through 4/2017		Testing has begun, no decisions have been made.	Not Yet Started

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Timeframe	Beginning Budget	Planned Expenses	Unplanned Expenses	Variance (+/-)	Earned Value (BCWP)	Comments
This Period	$ 210,160	$0	$0	$0		Budget update, amount to be monitored reflects the contract amount.
Projected Expenses for next two weeks		$ 37,207.50	$0	$0		*Reduced amount paid.
Remaining Budget	$ 172,952.50					
Additional Notes	The amount to be paid is for the following completed work: - Configuration of Exchange Hybrid Server - Project Management Activities - Migration of all 100 pilot users - AADSync Configuration - Cloud Tenant Provisioning - SharePoint Master Page Development					

Accomplishments this period:

Exchange:

- The Microsoft OnBoarding Center (OBC) documentation has been started to begin engaging that team ASAP. The OBC has approximately a 14-day lag time from documentation.
- Continues to work with Microsoft regarding the need to repeatedly authenticate throughout the business day if the user is not within the VSMS domain.
- Continuing to make process unvaulting mail items and restoring them to user's mailboxes. This is required for a smooth migration, however has taken much longer to process than anticipated.
- Continue to work with domains administrators to configure their AD's in accordance with migration needs.

SharePoint:

- Continued testing the migration of DII data with the current configurations of the DocAve tool to understand errors and make adjustments to the tool for a more successful migration process.
- Continued to call site owners for more information regarding their sites and site collections.
- Continue refining testing plan, which is now nearly 75% complete for the SharePoint service DII provides.

Additional Items:

- All Pilot users have received the testing packet to begin documenting how the Office 365 project works within their live operational configuration.
- After lengthy discussions with Catapult, agreement was made to use remaining hours within the contract to focus on assisting the State with error remediation during migration efforts, as well as post user acceptance testing. The assigned SharePoint resource was replaced to ensure the States needs will satisfactorily be met.

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- Worked with Brainstorm to set up baseline user training for the State regarding Microsoft Office products and SharePoint.
- Established multiple sub-committees to give focus in project teams area of expertise and/or a specific need for the project as a whole. The committees are; communication, training, requirements, pilot, SharePoint, and governance.
- Work with the pilot team to begin testing more Office 365 features.

Planned accomplishments for next period:

Exchange:

- Migrate DII to the State's cloud environment. (Provided "go\no-go" decision is favorable.)
- Determine when the OBC will take on migration efforts to assist the State through the 10,000+ accounts.
- Resolve redundant authentication request for domains outside of VSMS.
- Continue unvaulting mail items and restoring them to user's mailboxes.
- Continue to work with domains administrators to configure their AD's in accordance with migration needs.

SharePoint:

- Migrate data from the on premise environment to the State's cloud environment.
- Internally determine resolution needs for data which did not migrate properly, as well as work with newly identified Catapult resource to assist with resolving migration needs.
- Complete test plan and identify areas entities will need to establish their unique and individual testing scenario's.

Additional Items:

- Review pilot testing results and make a "go/no-go" decision to begin migrating accounts to the cloud environment.
- Establish baseline user training for the State regarding Microsoft Office products and SharePoint for the pilot team to walk through before rolling out to all users.

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.

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