



State of Vermont

**Microsoft Office 365 Migration Project
Detailed Status Report**

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Migration to Microsoft Office 365

Detailed Status Report

Project Manager	Serena Kemp	Date	10/23/2015
Status	Green - The State and Catapult have come to an agreement; schedule has not been impacted.		
Reporting Period	From 10/12/2015 to 10/23/2015	Phase	Planning/Executing

Project Overview
<p>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.</p> <p>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.</p>

Business Justification
<p>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.</p>

Milestone	Estimated Completion Date	Completion Date	Comments / Reason for Variance	Status <small>(Completed, In Progress, On Hold, Not Yet Started)</small>
Migrate to Exchange Online	12/2015		All pilot users, as well as DII, 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			In Progress

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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	<p>The amount to be paid is for the following completed work:</p> <ul style="list-style-type: none"> - 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:
<p><u>Exchange:</u></p> <ul style="list-style-type: none"> • Migrated DII accounts to the State’s cloud environment. • The Microsoft OnBoarding Center (OBC) is geared up to begin assisting with migrating accounts to the O365 environment the week of 11/2. • Working with Microsoft, DII resolved the need to repeatedly authenticate throughout the business day. • Reached the 50% complete mark of 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. <p><u>SharePoint:</u></p> <ul style="list-style-type: none"> • Completed 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. • Migrated “Batch 1” of 6 batches of live data to the State’s cloud environment and resolved all but one of the errors. • Worked on refining testing plan for the SharePoint service DII provides. • Beginning to work with site administrators to discuss additional testing needs and documentation. <p><u>Additional Items:</u></p> <ul style="list-style-type: none"> • Established a baseline user training for the State regarding Microsoft Office products and SharePoint.

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Planned accomplishments for next period:

Exchange:

- DII will migrate approximately 5% of all Exchange account to the State's cloud environment.
- Have the OBC kick-off their repeatable process beginning the week of 11/2 to assist the State through the 10,000+ accounts.
- Resolve naturally occurring errors as entities migrate to the State's cloud environment. (Some accounts will require a small amount of manual processing.)
- 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 in "Batch 3" from the on premise environment to the State's cloud environment.
- Resolve naturally occurring errors as sites are migrated. These sites may be using outdated features provided in the 2007 environment and need manual assistance to migrate properly.
- Complete test plan and identify areas entities will need to establish their unique and individual testing scenario's.

Additional Items:

- Grow the pilot team, as needed, to assist with testing all business functions prior to migrating.

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.