

Project Title	Office 365	Reporting Date: 12/9/2013
<b>Quality Assurance Executive Summary</b>		
<b>Authored by:</b>	Clifford Smith, PMP Case Associates, Inc.	
<b>Overall Rating</b>	<b>Yellow</b>	
<b>Schedule Rating</b>	<b>Yellow</b>	The project included bureaus and support staff to define deployment waves that extend to August '14. The rating upgrade is due to extensive planning with the bureaus and BTS support. The schedule is extended, but it is more realistic. Schedule-related metrics assessed red: None.
<b>Budget Rating</b>	<b>Yellow</b>	The project can expect budget changes if the schedule changes. This will be reassessed when the final schedule is available. Budget-related metrics assessed red: None.
<b>Scope Stability Rating</b>	<b>Green</b>	Some vendors may not certify their software as MS/O'13-compliant in time. MS/O'10 and MS/O'07 are options, if necessary. Planet Tech is improving. Scope-related metrics assessed red: None.
<b>Overall Trend</b>	Improving	Prior Report Overall Score: 3.9
<b>Overall Score</b>	Calculated	<b>4.0</b>
<b>Risk Management</b>	Carried from worksheet	<b>3.8</b>
<b>Project Deliverables</b>	Carried from worksheet	<b>4.1</b>
<b>Project Management</b>	Carried from worksheet	<b>4.4</b>
<b>Product Deliverables</b>	Carried from worksheet	<b>3.6</b>
<b>Reporting Summary</b>	<p>The current timeline extends to August '14. It includes additional deployment waves. The waves reflect input from BTS support and the bureaus. This planning is the primary driver for the project's continued improvement.</p> <p>The new plans will be in a MS/Project schedule in December, That schedule should also be updated and maintained to reflect project progress.</p> <p>The project is progressing through the pilot stage. Pilots A and B are fully migrated to Office 365. Pilot C email migrations are delayed due to business dependencies, the need to communicate issue resolution instructions, and the need for a "pst" migration tool. The PM expects to perform the migrations later, with no impact on the overall schedule.</p>	
<b>Changes since last report</b>	<p>The overall rating increased from 3.9 to 4.0. Most Assessment Areas remained steady. The Project Management area improved slightly. The improvement is due to experience gained by project leadership. Pilots A and B are migrated to Office 365.</p> <p>Pilot C is email migrations are delayed due to business (see more detail above).</p> <p>The project is finalizing the deployment waves with the bureaus in December.</p>	
<b>Current Recommendations</b>	The project should establish metrics for a backout process; how long the users would be down if their PCs must be set back to Office2003.	
<b>Status of Prior Recommendations</b> (Note: Gaps in the numbers indicate completion as of the prior report.)	<p>4. Finalize the schedule and budget. Status: In process. The project team is finalizing the waves with the bureaus in December '13.</p> <p>9. The Planet Tech. work has been acceptable. But the City must be more assertive to ensure that deliverables meet the needs of the project. Status: Complete.</p> <p>10. Maintain the MS/Project schedule to reflect project progress. Status: The PM is not using the MS/Project schedule to reflect project progress.</p>	
<b>Individuals Interviewed/Dates</b>	Mark Van Patten 11/21/13, 12/4/13, 12/6/13	

<b>Documents Reviewed/Dates</b>	<i>REPORTING_AppsDatabase_All Bureaus (Dashboard and detail of application testing)</i> <i>Office 365 Deployment Calendar and Supporting Lists (Detail of deployment waves)</i> <i>Office 365 Migration (MS/Project schedule)</i> <i>Office 365_bureau update_Nov 2013</i>
<b>Meetings Attended/Dates</b>	<i>TOC Meeting 12/16/13</i> <i>Executive Steering Committee 11/21/13</i> <i>TOC Report Review w/PM 11/4/13, 11/6/13</i> <i>BTS CTO and Office365 PM 11/21/13</i> <i>Bureau Planning Meetings 12/5/13, 12/10/13</i>