Microsoft Office 365 Migration

Presented by:

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Presentation Agenda

- Current Status
- Next Milestones
- Project Triple Constraint Tracking
- Project Budget Planned vs. Actual
- Milestone Based Budget Report
- Project Schedule Planned vs. Actual
- Project Staff Resource Plan
- Issues, Dependencies and Impacts
- Questions

TOC: *Office 365* Update – Current Status

Infrastructure Readiness – Deployment & Migration

- Planet is completing configuration of the FIM server to be in sync with tenant to allow Exchange account creation within the tenant. First attempt at implementation failed – currently testing new configuration for next attempt.
- Mailbox and PST migration strategies are being finalized.
  - BPS Pilot mailbox migrations occurred 4/18.
  - BPS PST migrations scheduled for 5/9.
  - Parks mailbox migrations occurred 5/2
    - Found gap in verifying deployed users vs licensed users
    - Identified need for verification of authorized ActiveSync users
  - Parks PST migrations scheduled for 5/23.
- Migration schedule is completed

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Update on Implementation Issues:

- AD email-only (kiosk/shared machine) accounts being tested and confirmed – waiting for contract amendment to be completed.
- Bulk emailing tools being explored for potential enterprise license.
- Planning the Master Changer Facilitation sessions for next phases of Office 365 rollout – SharePoint.

Bureau Readiness

- Application Validation continues to be in mitigation phase (details below)
- Bureaus are preparing for email and PST migrations with the assistance of project team and the Help Desk
- Schedule adjustments being considered as required/requested

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Task Name	Duration	Start	Finish
Deployment Planning & Distribution - 4200 Users	**222 days**	**Thu 9/26/13**	**Fri 8/1/14**
Identification of Deployment Process	20 days	Thu 9/26/13	Wed 10/23/13
Identification of Deployment Wave Distribution Process	1 day	Wed 10/9/13	Wed 10/9/13
First Round Distribution of Users into Waves	1 day	Fri 10/11/13	Fri 10/11/13
Second Round Distribution of Users into Waves	5 days	Mon 12/2/13	Fri 7/1/14

Stage I **Initial Population**	**Stage II** **Refined by Apps Status**	**Stage III** **Iterative & Cumulative**
10/25	12/2 – 12/13	Ongoing, 6-weeks out
• PCI Compliance • Application Usage • History • Business Constraints • Size • Location	• Application Mitigation Status and Planning • Bureau Validation • Training Plan Identified	• Application Mitigation • Business Constraints

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Deployment Statistics

Wave	Deployed To	Failed & Fixed	%	Pending	Success Rate
One	229	14	6%	0	100%
Two	160	8	5%	0	100%
Three	304	46	15%	0	100%
Four	295	3	1%	0	100%
Five	253	5	2%	0	100%
Six A	354	3	1%	0	100%
Six B	41	1	2%	0	100%
Seven	129	4	3.1	0	100%
Eight	295	15	5%	0	100%
Nine	173	9	5%	1	99.43%
Ten	492	7	1.4%	2	99.9%
Eleven	336	12	3.57%	18	93.45%
Total	**2708**	**115**	**4.2%**	**12**	**99.4%**

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Waves Two - Eight

	Target	
Migration Wave 2 5/16 6/9	OMF-BIBS Director	4
	PSSRP	8
	OMF Printing & Dist.	19
	Comm. Novick	11
	Auditor's Office	59
	OMF-BIBS Purchasing Services	54
	OMF-Office of the CAO/Bus Ops	40
	OMF-BIBS Facilities	46
	OMF-Accounting	39
	OMF-EBS	54
	Total	**334**
Migration Wave 3 5/30 6/23	**Target**	
	FPD&R	22
	BES	600
	Total	**622**
Migration Wave 4 6/13 7/9	**Target**	
	OMF-BIBS CityFleet	57
	PBEM	100
	BOEC	163
	BTS - Comm	9
	Total	**329**

	Target	
Migration Wave 5 6/27 7/25	ONI	48
	Mayor Hales	18
	Commissioner Fritz	8
	Commissioner Fish	10
	Commissioner Saltzman	9
	Portland Children's Levy	6
	Government Relations	11
	Office of Equity & Human Rights	13
	OMF-Revenue Bureau	78
	OMF-Public Finance	6
	OMF-Bureau of HR	86
	City Budget Office	17
	OMF-BIBS Risk Management -	27
	Portland Housing Bureau	73
	Total	**410**
Migration Wave 6 7/11 8/1	**Target**	
	BDS	350
	PBOT	500
	Total	**850**
Migration Wave 7 7/25 8/18	**Target**	
	Water	600
	Total	**600**
Migration Wave 8 8/8 9/1	**Target**	
	City Attorney	75
	Fire	238
	Total	**313**

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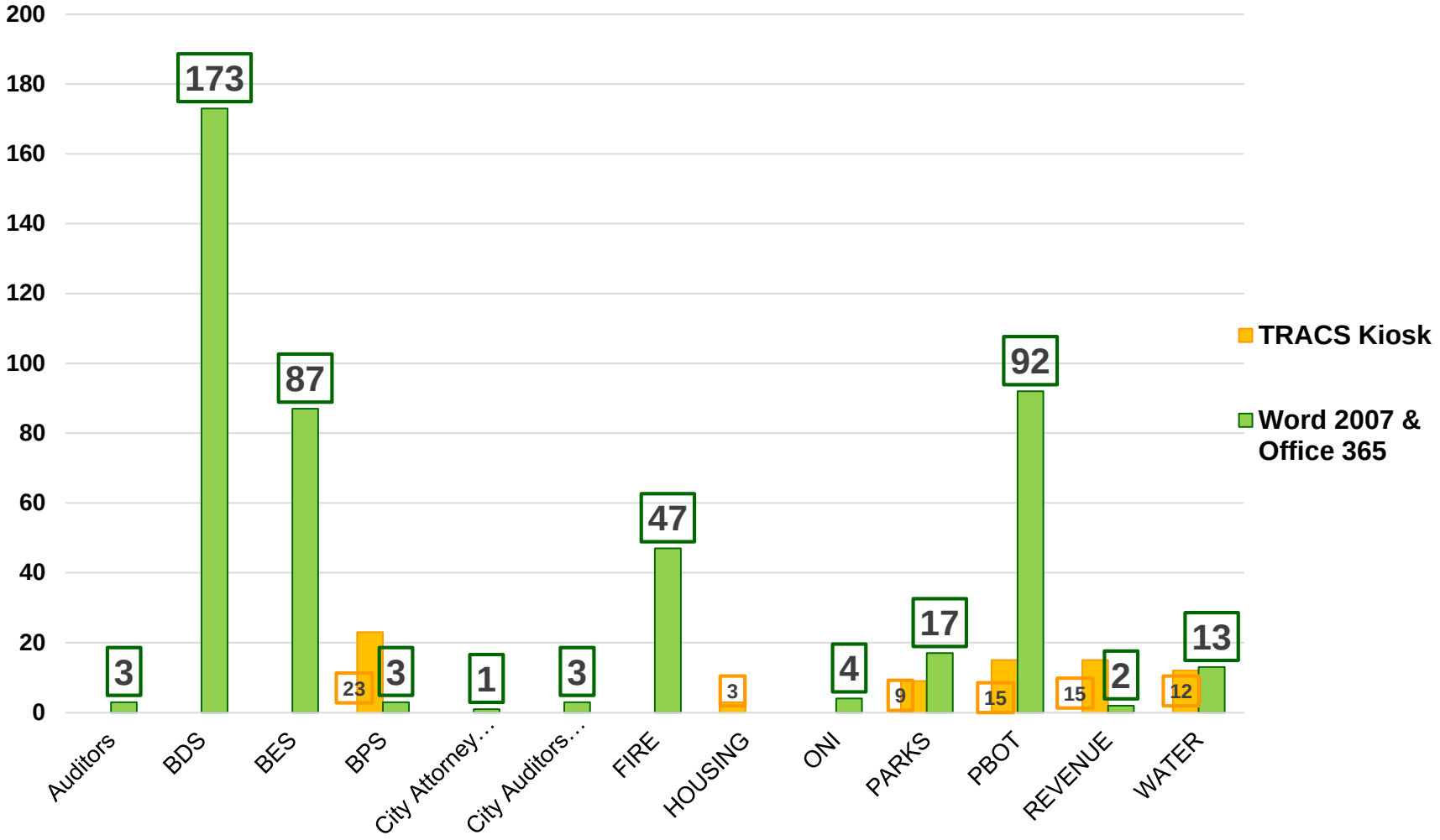

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Practice Manager mitigation update:

- ✓ Build Test server and New Production server - **COMPLETE**
- ❑ Testing client and server upgrade complete - ~~**5/21**~~ **6/13**
  - ❑ New version of Practice Manager confirmed to work with Office 2003 and 2013
- ❑ Migrate production data from Old server to New server **6/23**
- ❑ Install Practice Manager v.12 on workstations – **6/23**

TOC: *Office 365* Update – Schedule

Office 365 Deployment – Phases I & II Deliverables \ Milestones	**Jun-Oct 13**	**Nov 13**	**Dec 13**	**Jan/Feb 14**	**March/ April 14**	**May/ June 14**	**July 14**	**Aug 14**	**Sept 14**	**Oct 14**	**Nov 14**	**FY 14/15**
Milestone 1 \ Infrastructure Readiness Schedule Confidence (Medium)												
Milestone 2 \ Office 365 Application Deployment Schedule Confidence (High)												
Milestone 3 \ Exchange Mailbox Migrations Schedule Confidence (High)												
Milestone 4 \ PST Migrations Schedule Confidence (Medium)												
Milestone 5 \ Phase II Planning & Kickoff Schedule Confidence (High)												
Target Completion Date: Phase I – 8/31/14 **Phase II – FY 14/15**												
Legend: Milestone tracking on schedule Moderate risk of schedule variance Known schedule variance												

*represents new baseline target

Project Triple Constraint Tracking

	Initial Estimate at TOC Intake as of date: <03/2013>	**Planned at Baseline** date: <9/04/2013>	**Current Revision** *(if applicable)* date: <6/04/2014>
Expected Completion	4/1/2014	8/1/2014*	9/1/2014
Confidence Level	High	Medium	Very High
Budget	$1,225,000	$1,690,262	$1,566,519**
Confidence Level	Medium	Medium	Very High
Scope Stability Confidence Level	High	High	Very High

Initial Estimate: The estimated schedule (including completion date), project budget and scope as reported at TOC intake

Planned at Baseline: The project baseline is the planned schedule, project budget and scope once the project has been fully defined. The baseline is generally set before project execution begins.

Current Revision: If changes are approved to the project baseline, the updated project schedule and budget must be reported in the Current Revision category above.

Confidence Level:
Very High 85-95% - Extremely low likelihood of missing current schedule, budget and scope targets.
High 70-84% - Low likelihood of missing current schedule, budget and scope targets.
Medium 50-69% - Moderate likelihood of missing current schedule, budget and scope targets.
Low 30-49% - High likelihood of missing current schedule, budget and scope targets.
Very Low 10-29% - Extremely high likelihood of missing current schedule, budget and current scope targets.
*Baseline changed on 9/4/14 but was not reflected accurately in past TOC reports. Last month's report reflected the original baseline date of 4/1/14. ** Reduction of 35K from OMF during spring budget adjustments.

7/8/2014

TOC: *Office 365* Update – Budget

	Revised Baseline	Actual	Balance	Notes
Labor	$993,910	$629,795	$364,115	BTS Internal Labor
Equipment	60,000	56,276	3,724	Infrastructure Upgrade
Software	184,329	71,375	112,954	Server/Tool & Dell Licenses
Services	253,280	94,667	158,613	Planet, VanderHouwen,& Case
Other	40,000	22,170	17,830	Training & Bureau Outreach
Contingency	35,000	0	35,000	Unknown
Total	$1,566,519	$874,282	$692,236	Percent of **Project Time** Remaining:20%
Percent		56% (used)	44% (remaining)	

Issues, Dependencies and Impacts

Issues:

- Non-Compatible Applications – Testing and mitigation in progress
- Infrastructure Readiness – Vendor completing final work
- Bureau Readiness – Planning, communications, and training continue
- Vendor Performance – Completion of contracted deliverables in process

Dependencies:

- Windows 7 Life Cycle Replacement - Completed
- Infrastructure Upgrade Completed – Scheduled for completion 7/11

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Questions