

05/27 - Office365 Project initiation call

Wednesday, May 27, 2015

11:08 AM

Meeting Date: 5/27/2015 10:30 AM

Location: conference call; D260

Link to Outlook Item: [click here](#)

Invitation Message

Participants

[Chien Shih](#) (Meeting Organizer) - Dir of IT

[Mahmood Hasan](#) - Sr Tech Point of Contact

[Claire Chang](#) - Tech Consultant

[Deepa Prasad](#) - Project Analyst

[Arun Chhatpar](#) - SADA PM

[Linda Koyama](#) - Project Assistant

[Patrick Okula](#) - Project CoOrdinator

[Anthony Kapitanski](#) - Business Dev Associate

Notes:

- June 15 is go live for Facilities SharePoint Online
- Hassan would be POC on technical front
- Linda will be Point of Contact for scheduling
- Office 365 tenant is in place

- DirSync has been setup already and its working
- SSO has already been implemented
- OneDrive provisioning has not been done yet

- O365 is new to DeAnza
- Structure of teamsite has been implemented

- It needs to be validated

- There has been slight change in the doc library structure

- B from teamsite is not needed anymore

- FHDA needs help setting up the permissions to these doc libraries
- Zip file sent by Deepa is the folder structure needed for project site
- Office 365 user profiles have been setup using DirSync.
- For this project only 5 O365 Accounts will be provisioned
- High visibility project - chancellor
- Scope :

- Support on technical issues - SPO assistance - In Scope

- Technical train the trainer - **Not included in scope**
- SADA can provide a Change Order if they need Technical train the trainer + additional documentation
- Rollout roadmap on how SPO can be extended to other departments -
- e.g IT department - with 60 users - **Not included in this scope**
- Migration of email from on prem to EXO - **Not included in this scope of work**
- Consulting on on hybrid solution for on prem exchange and Exchange online - **Not included in this scope**
- SADA to send detailed bi-weekly reports on hours used on the project
- SADA to discuss with FHDA about using any left over hours for train the trainer sessions

How would we set cadence on this project:

- SADA team will be meet with FHDA team for next two days - two hours each. This will help get SADA team up to speed by digging deeper on requirements and what has been implemented so far.
- SADA team will block two hours of our top resource's time for Monday-Wednesday-Friday of next two weeks. This will ensure that SADA resource will be available at a dedicated block of time.
- SADA and FHDA team leads would meet once a week for 15 minutes to touch base and talk about progress and issues.

Immediate Action items:

- Arun to send SADA contact info to Linda
- Deepa would be updating the requirements doc and send it to SADA - by 05/27
- Arun/Patrick to work with Linda on scheduling the meetings
- Arun/Patrick to send Entry Criteria
- Arun/Patrick to setup two 2 hours blocks for initial project discussions for Thursday and Friday