Added/updated	Needed by	Title	Activity	Lead	Participants	Status
			Action Items and Two-week Look Ahead from Project Meeting 5/16/12			
			The following are action items from previous Project meetings and agenda items receive between meetings.			
			Work groups need to discuss the items for report back at the next project meeting.			
			If the lead is not ready for discussion a new 'Needed' date is required and impact to the project discussed.			
			System Architecture			
05/16/12	05/18/12	**Equipment ordering**	• Storage IBM (LSI) SAN – expected 5/18/12	Chien	Tom, Vartan, Pam E.	In-Progress
05/16/12	05/25/12	**Performance**	Stress testing of I/O and overall performance is required before going into final testing and productions. Vartan suggests using Microsoft Jetstress utility http://technet.microsoft.com/en-us/library/ff706601.aspx. The systems group will work with Vartan to set up events and timing for testing. **5/2/12** – The team needs to meet to discuss needed tests and desired results and ready for discussions on **5/16/12.**	Vartan	Tom, Norbert, Ryan, Chien	**See 2-week look-ahead**
PP 4/16/12 04/18/12 PP 04/24/12 05/01/12	04/27/12 04/27/12 04/30/12 05/02/12	**Exchange**	Build Exchange 2007 for Sendmail Migration (2010 not support by MS) Mail flow testing including Abaca and Barracuda. Build First Exchange Instance (CAS/HUB) Build First Exchange Mailbox	Vartan	Ryan, Norbert	In-progress
05/16/12	05/16/12	**Network**	Network topology certification for Exchange placement. A meeting on 5/16 is scheduled to finalize and the network.	Sharon	Vartan, Norbert, Ryan, John A.	**See 2-week look-ahead**
05/02/12	05/16/12	**Backup**	Decided on Backup method - STA to get Zenith Appliance information to Tom 4/4/12 - server group to discuss and make recommendation on backup needs and process, STA is available as needed for discussion and clarification 4/18/12 - Tom will set a time for Vartan, Ryan, Tom, Norbert to discuss backup solutions and make a recommendation for the next meeting 5/2/12. **5/2/12** – It is decided not to buy an appliance but use the same rotation method used for other systems. Tom is addressing the remaining concerns with Chien. Final method to be approved prior to **5/16/12** project meeting.	Tom	Chien, Norbert, Ryan, Vartan	**See 2-week look-ahead**

05/16/12	05/02/12	**Active Directory**	• Perform AD.FHDA.EDU Health and HA Check - health check completed, documentation delivered 5/16 • Exchange 2007/2010 AD Prep - 2007 up • Configure Organizational Units • Configure Security Groups • Configure Password Policies • Create Test Accounts - User Objects	Vartan	Ryan, Norbert	In-progress
05/16/12	05/21/12	**Exchange 2010**	SSL and Domain Namespaces Exchange Mail Flow Testing (OWA, Mobile, IMAP4, ActiveSync) Build Second CAS/HUB Load Balance Testing Configure Accepted Domains and OWA Redirection Build Second Mailbox and DAG Group Testing Configure Mailbox Policies Mailflow Testing w/HA (SMTP Ingres/Egress)	Vartan	Ryan, Norbert	In-progress
			System Architecture - Two-week Look Ahead			
05/16/12	05/25/12	**Performance**	Using matrices Tom has used in the past and tools available in Exchange. A series of measurements will be applied and results available for review on **5/25/12**.	Vartan	Tom, Ryan, Norbert	In-progress
05/16/12	05/16/12	**Network**	A meeting on **5/16** is scheduled to finalize and the network. Note: the meeting took place and a final network connection was decided. The network team will schedule a maintenance window for Thursday **5/17 for 10PM** to complete the changes needed. Vartan and Matt will test the connection on Friday **5/18.**	Lisa	Vartan, Matt, Network Team	In-progress
05/16/12	05/21/12	**Exchange 2010**	Given a solution to the network connection and the delivery and install of the disk array. Exchange 2010 will be ready for beta testing on **5/21.** It was decided that Susan's and Chien's data will be moved immediately. The help desk will be given access to start working with the system.	Vartan	Chien, Tom, Susan, Allyson	In-progress
05/16/12	05/21/12	**Backup**	After further analysis the Zenith Appliance is being considered. Tom's final recommendation will be to Chien by **5/21/12**.	Tom	Chien, Norbert, Ryan, Vartan	In-progress
05/16/12	06/01/12	**Security**	The proper SSL security certificates must be purchased and installed prior to go live. Vartan will supply temp certificates until then.	Chien	Tom	In-progress

			Conversion			
05/02/12	05/16/12	**Stored Send Mail**	How long is it going to take to migrate email store? Need benchmark information to determine numbers for each phase in.	Vartan	Ryan, Norbert, Tom, Chien	Pending
PP 4/17/12	04/17/12	**Documentation**	Document Active Directory (Topology, Credentials, Critical Components)	Vartan	?	On-going
PP 4/18/12	04/19/12	**Documentation**	Build Test Environment (PC & Mac using standard FHDA Browsers)	Vartan	?	In-progress
PP 4/19/12	04/20/12	**Documentation**	Document Exchange Environment	Vartan		In-progress
3/21/12 04/18/12	05/02/12	**Calendaring**	Assign the task of adding conference rooms to Exchange with clean up as resources. Ready for discussion at the 5/2/12 project meeting.	Sharon	John V, Susan, Allyson	In-progress
05/02/12	**05/16/12**	**Exchange**	Discussion on - • Groups assignments and controls • Vendor email addresses, why and needs - **added to 2-week look ahead** Ready for project team discussion on **5/30/12**	Sharon	Chien, Fred, Matt, Ryan	In-progress
			Conversion Two-week Look Ahead			
05/16/12	05/21/12	**Calendaring**	Provide Vartan with a list of all conference rooms and where possible the delegate/manager of the room.	Sharon	Allyson	In-progress
05/16/12	05/23/12	**Migration**	Start migrating ETS staff	Vartan	Norbert	Pending
05/16/12	06/30/12	**Exchange**	It was decided to use v_lastnamefirstname for vendor ids. All vendors needing ids need to be identified and made aware of the change. Sharon will work with Gilbene(sp?).	Chien	Sharon	Pending

			Deployment			
03/21/12	04/18/12	**User Experience**	Need to decide acceptable down time for e-mail/calendaring	Chien	Sharon, Fred	Pending
03/21/12 04/04/12 04/18/12	05/02/12	**User Experience**	Need to set priority sequencing of phased in users 4/4/12 - meeting to discuss rollout phases who and when or cold turkey opinion 4/18/12 – Chien will call draft up a plan for discussion in the next project meeting 5/2/12	Chien	Sharon, Fred, Susan, Allyson, Jack	**See 2-week look-ahead**
03/21/12	05/02/12	**Network**	Issues with connection to DR site resolved	Sharon	John A., Ryan,	Pending
05/16/12	**05/16/12**	**User Experience**	Discussion on Support and Training Materials, what instructions are going to be given to the users and how • Q&A development • What the user can expect • Hands on open labs • Self-training materials • Help desk responsibilities Ready for project team discussion on 5/2/12 - Completed Training material and scheduling will be completed by 5/21/12	Sharon	Susan, Allyson, John V., Vartan	In-progress
05/02/12	06/30/12	**Support**	We anticipate that there will be items unique to FHDA and further training is/will be made available at additional cost. What is the recommendation for formal training for our sys admins and application admins? It is unclear what training will be made available to the 'application' administration role and who will have the role of managing the resources (conference rooms and the moderators of those resources, if any) and the District calendar - holidays etc.	Sharon	?	
05/01/12	05/16/12	**Support**	How to handle user's with special needs for stored desktop email, contacts, etc. in Eudora and Thunderbird	Sharon	John V., Allyson, Vartan, Chien	In-progress
			Deployment - Two-week Look Ahead			
05/16/12	**05/23/12**	**Migration**	Final list of migration phases and size of data store due for review and clarification by Sharon and Chien.	Tom	Chien, Sharon, Norbert	In-progress
05/16/12	**05/30/12**	**Support**	John V. and Susan to work with Pam on scheduling rooms for training and A/V equipment needs.	Susan	John V., Pam	Pending

			Communication			
05/10/12	05/16/12	**User Experience**	Proposal coming from the college - we need to update the current web mail link and splash page to give users sufficient notice for transition to the new OWA. Suggestion to put a short but prominent message to warn user the conversion is coming and a link to the web site. **5/16/12 - Is there a way to make the information more prominent.**	Chien	Kari	**See 2-week look-ahead**
			Communication - Two-week Look Ahead			
05/16/12	05/30/12	**User Experience**	Norbert can post an alert on Web-mail. Susan to draft a statement for Chien's approval. Tom will have Norbert post it.	Susan	Chien, Tom, Norbert	Pending
05/16/12	05/30/12	**User Experience**	Create a process for user notification of their migration date. With several notifications going to each user.	Chien	Susan, Sharon, John V., Allyson	Pending