

Email/Calendar Replacement Project
"Communication Suite"

GOALS AND OBJECTIVES

- Integration of email and calendar functions to provide calendaring using email and mobility.
 - Objectives:
 - Integrate email and calendaring functions.
 - Provide single sign-on for email and calendaring functions.
 - Ensure a simplified method of commissioning and decommissioning of user accounts.
 - Available on Microsoft and Apple platforms.
 - Facilitate mobility using common mobile devices such as iPhones, iPads, Androids, etc.

IMPLEMENTATION

- The necessary purchasing items are being processed for systems requirements, licenses and implementation services.
- A project team is meeting and planning the details of the implementation and rollout.
- A project plan is being finalized to include implementation of phase one.

Phase 1 - March 2012 through June 30, 2012 - will include:

- Web access to email and calendaring functions using Outlook Web Application.
- Mobile device access with email and calendaring update capability.
- Single sign-on using the Luminis Portal or direct sign-on using Portal logon and password.
- Conversion of server-stored email into Exchange.
- Access to past emails using Eudora, Thunderbird or Outlook for workstation-stored email.
- Manual re-entry of Meeting Maker appointments into Exchange.
- Access to past calendar appointments.
- Decommissioning of current mail and calendaring systems.
- User training will be accomplished in several fashions:
 - Once the new system is configured and delivered. It will be made available for use and testing. All data will be removed once it is in production. Open systems will be available in D260 and D270. Minimal help will be available.
 - User videos and documentation specifically written for FHDA will be available prior to the system going into production.
 - Controlled open labs will be scheduled for users to attend prior to the system going into production.
 - A help desk will be provided for a specified time period after the production date.

○ **Phase 2 - July 2012 through June 2013 - will include:**

- Decision on choice of new workstation clients.
- Decision on implementing workstation-stored or server-stored email.
- Decision on policies for email retention and storage allowance.
- Deployment of selected workstation clients.
- Study use and need for other components of MS Exchange such as Instant Messaging.
- Refresher and advanced training on workstation clients and Web functions.