

FHDA Communication Suite - Implementation Project

Action Items

4/5/2012 11:21 AM

Added	Needed by	Title	Activity	Lead	Participants	Status
		The following are action items from previous Project meetings.				
		Work groups need to be formed to discuss the items for report back at the next project meeting.				
		These items will be on the meeting agendas first.				
		If the lead is not ready for discussion a new 'Needed' date is required and impact to the project discussed.				
System Architecture						
03/21/12	03/23/12	Procurement	Bill and Materials for equipment needs - included in SOW	Rob	Chien, Tom	Completed
03/21/12	4/4/2012	Storage	Will current iSCSI connect to storage work with VM? - then final decision to virtualize or not. - Virtualization is contingent on shared storage either Fiber channel or iSCSI.	Tom	Norbert, Ryan, Tom, Chien	Updated to new action item 4/4/12 Complete
04/04/12	High Priority	Storage	Research storage options to include current iSCSI storage upgrade and STA suggestions of low end \$50k and high end \$100k. - Tom to give date to be done by 4/5/12.	Tom	Norbert, Ryan, Tom, Chien	In-progress
03/21/12	04/04/12	System Design	Final System Architecture with modifications made in project meeting Design. 4/4/12 - decisions made on VMware and servers, load balancing and backup solutions are still being discussed new action items added.	Vartan	Ryan, Norbert, Tom, Chien	Completed
04/04/12	04/18/12	System Design	Further discussions about VM operations/backup/recovery.	Vartan	Ryan, Norbert, Bao	
03/21/12	04/04/12	Network	Network meeting to discuss where the system should reside. - Network will be connected at load balancers. Ryan will keep John Abbruscato and Dan Frandy informed on progress and connection needs.	Sharon	Lisa, Ryan, Norbert, Chen	Completed
03/21/12 04/04/12	04/04/12	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	Tom	Chien, Norbert, Ryan, Vartan	In-progress
03/21/12 04/04/12	04/04/12	Load Balancing	Decide on Load Balancer Method 4/4/12 - Further discussion on load balancer needs. A decision is needed whether to use native Microsoft or current Zeus system.	Chien	Tom, Ryan	In-progress
Conversion						
03/21/12	04/04/12	Stored Send Mail	How long is it going to take to migrate email store? - irrelevant, will be doing a progressive migration	Vartan	Ryan, Norbert, Tom, Chien	Pending per final decision on phasing approach
03/21/12 04/04/12	04/18/12	Meeting Maker	Meeting Maker data conversion - need discussion on methods including use of Sumatra 4/4/12 - contact Sumatra for Meeting Maker data conversion, current decision is not to convert but re-enter data, this may change per discovery	Tom	Sharon, Chien, Norbert, Susan	In-progress
03/21/12 04/04/12	05/02/12 04/18/12	Calendaring Systems	Assign the task of adding these conference rooms to Exchange as resources unless Active directory health check - FHDA will provide VPN access for Vartan	Sharon Vartan	? Ryan	
Deployment						

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03/21/12	04/04/12	Planning	Updated Project Plan per 3/21/12 project meeting Project Plan will be used in next meeting to set two week milestones	4/4/12 -	Vartan	Chien, Rob	Completed
03/21/12	04/18/12	User Experience	Need to decide acceptable down time for e-mail/calendaring		Chien	Sharon, Fred, Jack?	
03/21/12	04/18/12	User Experience	Discussion on quotes size and storage and retention - Business decision		Chien	Chien, Sharon, Fred, Jack?	
03/21/12	?	User Experience	Discussion on what instructions are going to be given to the users and how.		Vartan	Susan, Sharon, Allison	
03/21/12 04/04/12	04/18/12	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		Chien	Sharon, Fred, Susan, Allison, Jack?	
03/21/12	05/02/12	Network	Issues with connection to DR site resolved		Sharon	Lisa, Ryan, Norbert, Chien	
04/04/12	High Priority	Exchange	Discuss hardware milestones		Chien	Ryan, Vartan	
			Communication				
03/21/12	?	User Experience	Discussion on what instructions are going to be given to the users and how		Vartan	Sharon, John, Susan, Vartan, Allison, Chien	
03/21/12	04/04/12	Project Controls	Write issue escalation procedure to present to team		Jack	Chien	Past Due
03/21/12 04/04/12	04/18/12	User Experience	Project status information to Fred for project status reports to District 4/4/12 - Fred will write a project update with link to Project Web site when Web site is ready		Fred	Chien, Kari	As needed
04/04/12	?	User Experience	Write statements about what the users can expect, to be updated throughout the project		Sharon	Chien, Susan, Allison, Vartan	As needed
4/4/2012	4/18/2012	Project Controls	Discuss concerns with STA's SOW. STA will be available to answer questions		Chien	Sharon, Tom, Jack	In-progress