

**FHDA Communication Suite - Implementation Project
Project Agenda Action Items - Two-week Look Ahead**

As of 5/3/2012

Agenda, Action Items and Two-week Look Ahead for Project Meeting 5/2/12						
		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.				
Added/updated	Needed by	Title	Activity	Lead	Participants	Status
		System Architecture				
05/02/12	05/16/12	Equipment ordering	<ul style="list-style-type: none"> • Dell 710 server – expected 5/8/12 • additional memory for two 710's – installed • MS campus wide license – completed • Storage IBM (LSI) SAN – expected 5/18/12 • VMware 3 server license –C/O with STA – Rob to check status • Backup Method/device – Moved to another item 	Chien	Tom, Vartan, Pam E.	In-Progress
05/02/12	05/16/12	Performance	<p>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.</p>	Vartan	Tom, Norbert, Ryan, Chien	Pending
PP 4/16/12	04/27/12	Exchange	Build Exchange 2007 for Sendmail Migration (2010 not support by MS)	Vartan	Ryan, Norbert	In-progress
04/18/12	04/25/12	Network	Network topology certification for Exchange placement.	Sharon	Vartan, Norbert, Ryan, John A.	In-Progress
04/18/12	04/27/12	Exchange	Mail flow testing including Abaca and Barracuda.	Vartan	Norbert, Ryan	In-progress
PP 4/24/12	04/30/12	Exchange	Build First Exchange Instance (CAS/HUB)	Vartan		In-progress
PP 5/1/12	05/02/12	Exchange	Build First Exchange Mailbox	Vartan	Ryan, Norbert	In-progress

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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	In-progress
05/02/12	05/02/12	Active Directory	<ul style="list-style-type: none"> • Perform AD.FHDA.EDU Health and HA Check - health check completed waiting for documentation • Exchange 2007/2010 AD Prep • Configure Organizational Units • Configure Security Groups • Configure Password Policies 	Vartan	Ryan, Norbert	In-progress
System Architecture - Two-week Look Ahead						
PP 05/03/12	05/03/12	Exchange 2010	SSL and Domain Namespaces	Vartan	Ryan, Norbert	
PP 05/08/12	05/09/12		Exchange Mail Flow Testing (OWA, Mobile, IMAP4, ActiveSync)			
PP 05/10/12	05/11/12		Build Second CAS/HUB Load Balance Testing			
PP 05/14/12	05/14/12		Configure Accepted Domains and OWA Redirection			
PP 05/15/12	05/15/12		Build Second Mailbox and DAG Group Testing			
PP 05/16/12	05/16/12		Configure Mailbox Policies			
PP 05/17/12	05/17/12		Mailflow Testing w/HA (SMTP Ingres/Egress)			
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
3/21/2012 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,	In-progress

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04/18/12	05/02/12	Calendaring	Discuss methods of export from MM to Exchange for calendar events. Ready for discussion at the 5/2/12 review meeting.	Sharon	John V, Susan, Allyson.	In-progress
Conversion Two-week Look Ahead						
05/02/12	05/16/12	Exchange	Discussion on - <ul style="list-style-type: none"> • Naming conventions for Exchange • Use of multiple email Ids • Use of Aliases • VPN-Relay needed and use? Ready for project team discussion on 5/16/12	Sharon	Norbert, Ryan, Matt, Tom, Allyson, Chien	
05/02/12	05/16/12	Exchange	Discussion on - <ul style="list-style-type: none"> • Groups assignments and controls • Vendor email addresses, why and needs Ready for project team discussion on 5/16/12	Sharon	Chien, Fred, Matt, Ryan	

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Deployment						
03/21/12	04/18/12	User Experience	Need to decide acceptable down time for e-mail/calendaring	Chien	Sharon, Fred, Jack?	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	In-progress
03/21/12	05/02/12	Network	Issues with connection to DR site resolved	Sharon	John A., Ryan,	Pending
05/02/12	05/21/12	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
Deployment - Two-week Look Ahead						
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
05/02/12	05/16/12	Support	What are the differences between OWA light and premium. Will the users need to make a choice and why.	Susan		In-progress
Communication						
3/21/2012 04/18/12	05/02/12	Project Controls	Write issue escalation procedure to present to team 4/18/12 – Draft process presented for final review before 5/2/12 project	Jack	Chien	In-progress

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04/18/12	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 4/18/12 – The Web site is up, Fred to send announcement out today	Fred	Chien, Kari	On-going
			Communication - Two-week Look Ahead			
05/01/12	05/16/12	User Experience	Send out second project update and advisory of website	Fred	Chien, Kari	