

**Foothill De-Anza CCD  
 Communication Suite Implementation Project  
 Kickoff Meeting  
 Agenda  
 March 21, 2012 @ 10AM in D260**

**Logistics:**

- Parking passes are available from Kari Elliott in D260.
- Lunch will be served.
- Expected adjournment 3PM.

**Opening Statement:**

- Project approval and support

**Fred Sherman**

Minutes  
allowed  
5

**Introductions and roles:**

- *See attached contact sheet for updating*

**Roundtable**

30

**Project Overview:**

- Discuss Phase 1 expectations
- Discuss Phase 2 expectations
  - *See attached Communication Suite implementation phases overview*
- Confirmation this project team and plan only covers Phase 1. Phase 2 project team and plan will be decided later in the process.

**Chien Shih**

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**System Architecture review:**

- Technical discussion of systems design, engineering and configuration
- Testing methodology discussion
  - *See attached Active Directory and Exchange Solution Designs*
- Agreement on technology design – Yes or No or more discussion

**Vartan Chukhadarian**

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**Working lunch:**

- General discussion about questions about the Exchange environment
  - *See attached questions received prior to the meeting*

**Roundtable**

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**Schedule review:**

- Status of hardware ordering and expected delivery
- Status of MS Exchange licenses
- Review of Project Plan and set outcome milestones
- Rollout methodology discussion
  - *See attached Project Plan*
- Agreement on project plan – Yes or No or more discussion

**Chien Shih  
 Chien Shih  
 Vartan Chukhadarian  
 Vartan Chukhadarian**

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**Communication Plan:**

- Web site being set up for user information and project status
- All meetings need to be documented with subject, discussion and outcomes
- Project meeting will take place other week on Wednesdays 10AM.
- Scheduled for 2 hours remote conferencing will be used as much as possible.
- Next meeting Wednesday April 4<sup>th</sup> @ 10AM – D260. Conference call information will be provided later.
- An issue escalation and resolution plan will be developed by the next meeting.

**Jack Raubolt**

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**Next steps:**

- Update project documents

**Chien Shih**

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**FHDA  
Communication Suite  
Implementation Project  
Contact list as of 3/19/12**

<b>Name</b>	<b>Role</b>	<b>E-mail</b>	<b>Phone #</b>
Chien Shih	District Project Manager	<a href="mailto:shihchien@fhda.edu">shihchien@fhda.edu</a>	650-949-6139
Kari Elliott	Logistics and Recorder	<a href="mailto:elliottkari@fhda.edu">elliottkari@fhda.edu</a>	
Vartan Chukhadarian	STA Project Leader	<a href="mailto:vchukhadarian@gmail.com">vchukhadarian@gmail.com</a>	
Matt Rapczynski	Luminis/Banner/LDAP	<a href="mailto:rapczynskimatthew@fhda.edu">rapczynskimatthew@fhda.edu</a>	650-949-6286
Tom Rozi	Computer & Network Data Center Supervisor	<a href="mailto:rozathomas@fhda.edu">rozathomas@fhda.edu</a>	408-864-5730
Norbert Debler	Data conversion/ email administrator	<a href="mailto:deblernorbert@fhda.edu">deblernorbert@fhda.edu</a>	408-864-5642
Shelby Payne	Active Directory Consultant		
Ryan Anthony	Active Directory/ email administrator	<a href="mailto:anthonyryan@fhda.edu">anthonyryan@fhda.edu</a>	408-864-5665
Ace Carter	Exchange Consultant		
John Vandercook	User Support	<a href="mailto:vandercookjohn@fhda.edu">vandercookjohn@fhda.edu</a>	650-949-7018
Sharon Luciw	Director Systems & Networking	<a href="mailto:luciwsharon@fhda.edu">luciwsharon@fhda.edu</a>	650-949-6161
Susan Malmgren	Trainer	<a href="mailto:malmgrensusan@fhda.edu">malmgrensusan@fhda.edu</a>	650-949-6133
Rob Schaeffer	Project Advisor	<a href="mailto:rob.schaeffer@staweb.com">rob.schaeffer@staweb.com</a>	
Jack Raubolt	Project Advisor	<a href="mailto:jack@rauboltconsulting.com">jack@rauboltconsulting.com</a>	714-328-6931

**Foothill De-Anza CCD  
Communication Suite  
Implementation Phases  
As approved: 2/28/12**

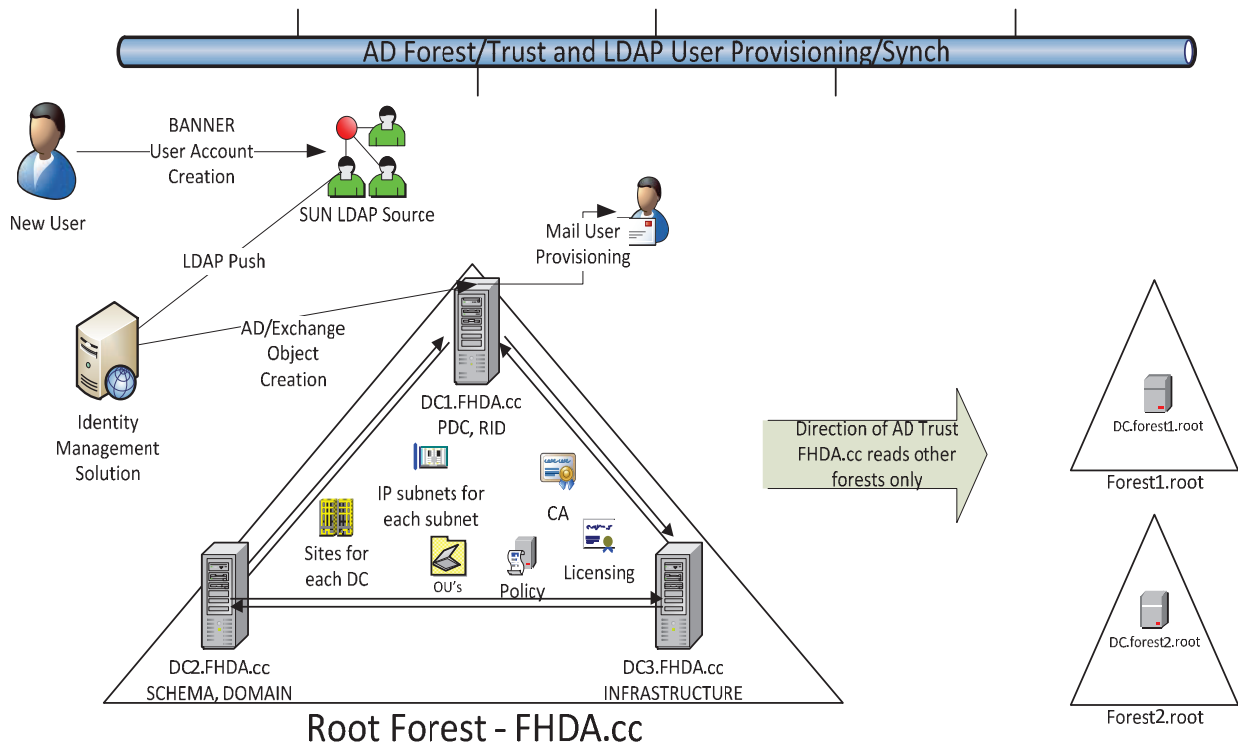
Phase 1; March 2012 through June 30, 2012 will include:

- Web access to email and calendaring functions using Outlook Web Application.
- Mobile devices access including 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 to Exchange.
- Instructions on how to setup email on the workstations using Eudora, Thunderbird or Outlook.
- Instructions on how access to stored workstation emails using Eudora, Thunderbird or Outlook.
- Conversion of Meeting Maker information. This process is still under review and may require reentry of appointments and resources.
- Access to past calendar appointments if conversion is not possible.
- Decommissioning of current mail and calendaring systems.

Phase 2; July 2012 through June 2013 will include:

- Decision on support workstation application clients.
- Decision on workstation or server stored email.
- Decision on email retention and storage allowances.
- Further deployment of the selected workstation application clients.
- Study use and need for other components of MS Exchange such as Instant Messaging.
- Additional follow-up training and training on selected workstation application clients.

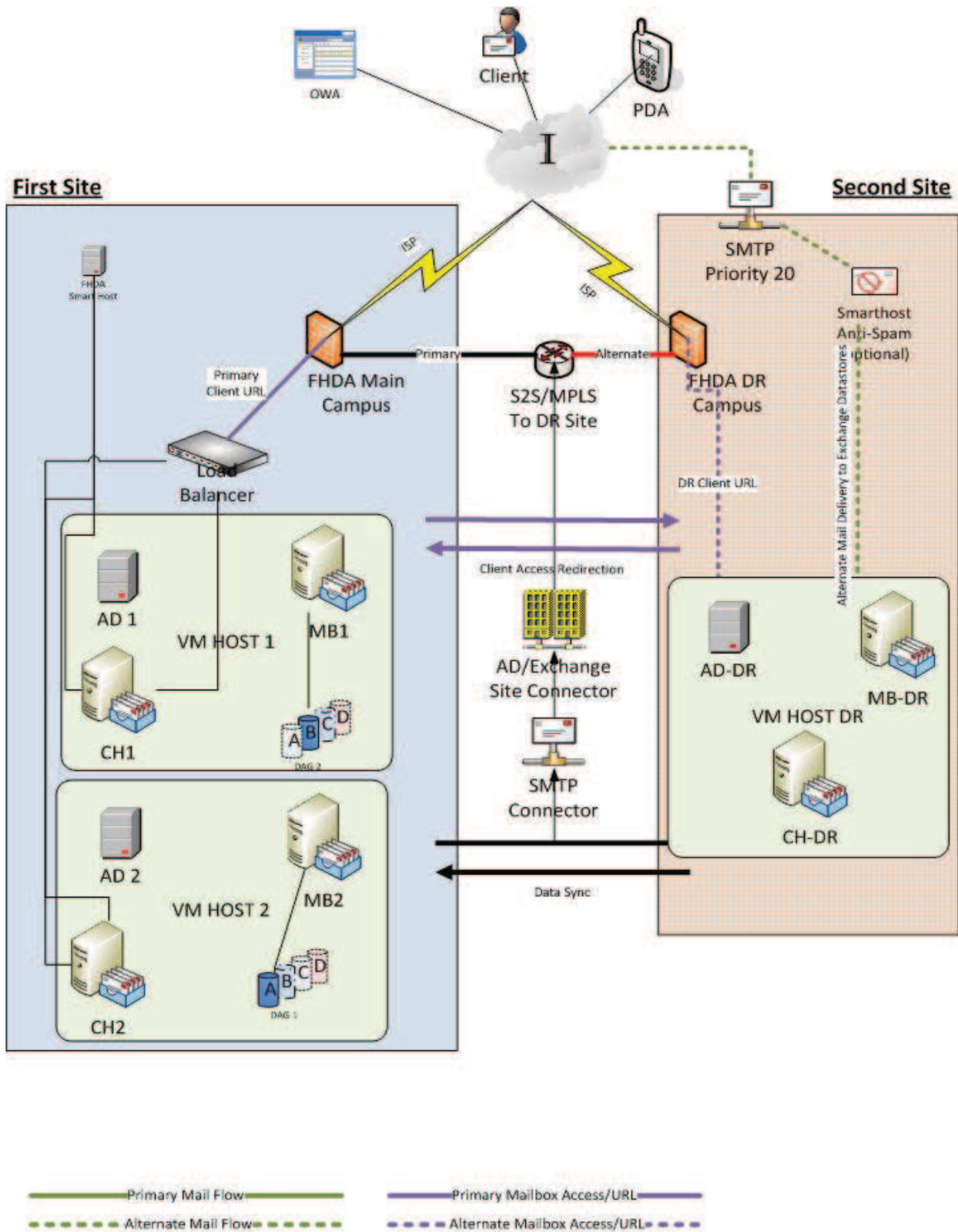
## APPENDIX B: ACTIVE DIRECTORY SOLUTION DESIGN



### **Additional Components to be considered**

- 2 Domain Controllers should be enough however we've included 3 for this design
- DNS from AD ?
- DHCP from AD?
- SSO vs. Multiple Logons
- Campus Size and User Geography
- Number of MAC and Linux users can be reduced from Windows Server CAL, but not Exchange CAL
- ON-Boarding/Off-Boarding relies heavily on Identity Management Solution (Quest, MS, Custom, etc.)
- To Join AD – yes/no?
- Group Policies?
- PDA Remote Wipe/Security Required Passwords Screens?

# APPENDIX C: EXCHANGE SOLUTION DESIGN



# APPENDIX D: PROJECT PLAN

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Mar '12	Apr '12	May '12
1		FHDA Phase I - Microsoft Platform Implementation	47.25 days?	Mon 3/12/12	Wed 5/16/12			26	1	6
2		Discovery and Documentation - See "FHDA Discovery Starter Kit.Docx"	3 days	Mon 3/12/12	Wed 3/14/12		Shelby	4	11	18
3		Plan modifications and CM adjustments - per discovery	2 days	Thu 3/15/12	Fri 3/16/12	2	Shelby	18	25	29
4		Track 1 - AD & Exchange Engineering/Delivery	35.25 days	Mon 3/19/12	Mon 5/7/12	3	Vartan	4	11	22
5		Release Updated Discovery Documentation and POC Validation	1 day	Mon 3/19/12	Mon 3/19/12		Shelby	26	1	6
6		Prepare Change Control Expectations - forecast outage windows	0.25 days	Tue 3/20/12	Tue 3/20/12	5	Shelby	11	18	29
7		System Readiness - See Notes Tab	5 days	Tue 3/20/12	Tue 3/27/12	6	Shelby	4	11	22
8		Active Directory	4 days	Tue 3/27/12	Mon 4/2/12		Shelby	18	25	29
9		Build first FHDA AD Forest	1 day	Tue 3/27/12	Wed 3/28/12	7	Shelby	18	25	29
10		Configure Native and Foreign DNS Zones	1 day	Wed 3/28/12	Thu 3/29/12	9	Shelby	18	25	29
11		Build Second Domain Controller (Main Campus)	0.5 days	Thu 3/29/12	Thu 3/29/12	10	Ace	18	25	29
12		Configure Sites and Services	0.25 days	Thu 3/29/12	Thu 3/29/12	11	Shelby	18	25	29
13		Configure Subnets	0.25 days	Fri 3/30/12	Fri 3/30/12	12	Shelby	18	25	29
14		Configure Organizational Units	0.25 days	Fri 3/30/12	Fri 3/30/12	13	Shelby	18	25	29
15		Configure Security Groups	0.25 days	Fri 3/30/12	Fri 3/30/12	14	Shelby	18	25	29
16		Configure Password Policies	0.25 days	Fri 3/30/12	Fri 3/30/12	15	Shelby	18	25	29
17		Create Test Accounts - User Objects	0.25 days	Mon 4/2/12	Mon 4/2/12	16	Shelby	18	25	29
18		Exchange 2010 Messaging	18 days	Tue 4/3/12	Fri 4/27/12			18	25	29
19		Build First Exchange Instance (CAS/HUB)	1 day	Tue 4/3/12	Wed 4/4/12	42	Vartan	18	25	29
20		Build First Exchange Mailbox	1 day	Wed 4/4/12	Thu 4/5/12	19	Shelby	18	25	29
21		SSL and Domain Namespaces	1 day	Thu 4/5/12	Fri 4/6/12	20	Shelby	18	25	29

Project: msproj11  
Date: Sun 3/4/12

Task Legend:

- Task
- Split
- Milestone
- Summary
- Project Summary
- External Tasks
- External Milestone
- Inactive Task
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only
- Manual Summary Rollup
- Manual Summary
- Start-only
- Finish-only
- Deadline
- Progress

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## APPENDIX E: SOFTWARE BOM

Qty	MFG #	Description	Notes	CDW Link
9	Mfg. Part: P72-04203	3 Domain Controllers, 3 Exchange Hub Servers, 3 Exchange Client Access Servers, 3 Exchange Hubs	We are using their Load Balancer and Exchange DAG works without Enterprise	<a href="#">CDW for Microsoft Windows Server 2008 R2 Enterprise</a>
???		Microsoft Windows 2008 R2 Client Access Licenses (1 for each user or pc)	Only REQUIRED IF THEY DECIDE TO JOIN PC's DOMAIN	
6	Mfg. Part: 395-02467	Microsoft Exchange (3 CAS, 3 HUB, 3 Mailbox)	I'm not sure which they buy as an academic agency, but here is a sample item	<a href="#">CDW for Exchange Server</a>
4000	MFG #: PGH0060	Microsoft Exchange 2010 Enterprise Client Access License (1 for each user)	I'm not sure which they buy as an academic agency, but here is a sample item	<a href="#">CDW for Exchange 2010 User CAL</a>
1	Mfg. Part: VS5-ESP-BUN-C	VMWare Small Business (Optional in lieu of Hyper-V)	This product comes with 3 Host licenses and vMotion	<a href="#">CDW for VMWare vSphere Essentials Plus Kit v.5</a>
1	Dell/PER710 Enhanced	Sample Dell Server Configuration (lots of room for reduction)		See Attached PHDA Dell Server Sample.xls
1	BDR-G12	Backup and Disaster Recovery Server	Optional	Zenith BDR

FHDA  
 Communication Suite Implementation Project  
 Running Questions and Answers  
 As of 3/18/12

The intent of this document is the track to questions presented by the project team or users that are technical in nature. Any new items added to the list will be reviewed by the proper project team member and the answer recorded.

<b>Question:</b>	<b>Answer:</b>
Can a user's setup in client software (Outlook, Thunderbird or Eudora) override configuration at the server level? Such as IMAP vs. POP.	
How will Meeting Maker information be converted?	
Will Meeting Maker conference rooms and banners be moved to Exchange?	
How does Exchange Archive work and is additional software or hardware needed?	
Is there a way to block a user account after so many attempts to access the system?	
If so, is it configurable with auto reset time or security questions?	