

Agenda

Email Project Steering Committee Meeting

June 22, 2011

9:00 a.m. to 10:00 a.m.

DIS Forum Building – 1st floor
Conference room

Agenda Topics

- Introductions
- Project Update
- Staffing Workgroup update
- SLA update
- Agency Migration Status
 - Progress to date
 - What's gone well
 - Areas for improvement

Shared Services Email Project Steering Committee Meeting Minutes June 22, 2011

Steering Committee Attendees: Christy Ridout, Chair; Bob Deshaye, (ESD); Debbie Stewart, (ECY); Rob St. John, (DSHS); Happy Jenkins, (DNR); Mike Shea, (OIC); Tom Muehleisen, (MIL)

Other Attendees: Heidi Brownell, Project Manager; Laura Parma, Project Implementation Manager; Baird Miller; Jim Hammond, Project Implementation Team – Small Agency Client Liaison, Bob Micielli (DIS); Farrell Presnell (DIS); and Christie Turner (DIS)

Agenda Item	Discussion
Project Update	<p>Heidi Brownell provided the project update and reviewed the Project Status Report with the Steering Committee:</p> <ul style="list-style-type: none"> • The Quality Assurance (QA) vendor contract for Porsche Everson (under Briskin Consulting), will begin July 1, 2011 and she will be on site July 5, 2011. • The team is working with the Legal/Contracts team to finalize the Request for Proposal (RFP) for Secure Email. The final steps include review of requirements related to industry regulations and standards. There is a meeting schedule for June 23, 2011 with the executive sponsor to review the RFP. • The Email team is scheduled to move to the 1500 Jefferson building in early August. • Heidi will be providing a monthly Agency Migration summary sheet to the Steering Committee members and the Customer Advisory Board (CAB) distribution list. <p>Laura Parma provided the Implementation team update:</p> <ul style="list-style-type: none"> • The Implementation team is continuing their communication and updating the website as well as meeting one-on-one with agencies targeting upcoming migrations. • It is important for agencies to identify their anticipated migration windows so that we can plan resources accordingly. • There will be updates to the Agency Pre-Cutover Readiness Guide and the Agency Cutover & Post Cutover Guide documents. Both will be distributed in June as Version 3. • A post migration survey is being created and will be sent to agencies. <p>Heidi provided the Technical team update:</p> <ul style="list-style-type: none"> • Exchange 2010 – installing hardware (servers and storage) in both data centers. • IronPort – Migrating agencies in preparation for mailbox moves. • WaServ (Vault) – Design vendor was onsite, delivered draft design document, review underway. Completion is scheduled for July 1, 2011. • Disaster Recover – Prepping to make additional enhancements to data center in Spokane.

Shared Services Email Project Steering Committee

Meeting Minutes

June 22, 2011

Staffing Workgroup Update	<ul style="list-style-type: none">• A staffing workgroup has been formed with volunteers from other agencies. Eight positions have been approved and the workgroup is ready to move on four positions. A meeting is scheduled for June 23, 2011.
SLA Update	<ul style="list-style-type: none">• Farrell Presnell provided an update to the Service Level Agreement (SLA). He noted that there was a delegation question and that he would be following up with the AGO and the SLA will be ready for final review.• A number of comments were received and centered mostly on clarification on definitions.• A third review of the SLA was incorporated.
Agency Migration Status	<p>Project to date - 19 agencies have been migrated – 15 completed and 4 in pilot status.</p> <p>What has gone well – Migration issues have been minor; most would have been prevented by ensuring that all the steps in pre-cutover checklist had been completed prior to the test/pilot. Agencies need to ensure checklist items are complete. DIS will incorporate 2-week verification after checklists are submitted. This will also allow time for scheduling of resources that is coordinated to support multiple migrations.</p> <p>Areas of improvement – Ensuring that the checklist is accurate and completed. Ensuring that pilot users are actively engaged and available for testing.</p> <p>It would be good to discuss the importance of the checklists to the CAB agenda.**</p>
Next Meeting	July 13, 2011 9 AM – 11 AM 1 st Floor Forum Building

Minutes prepared by Christie Turner

** Indicates Action Items

