



Agenda

Implementation Coordinator Team Meeting

November 18, 2011
2:30 pm – 3:30 pm

1500 Jefferson Building
Room 2208

Call in telephone conference bridge available

TOPICS

- Welcome & Introductions – Steve Lovaas & Jim Hammond
- Review Shared Services Email Project Status – Laura Parma
- Project Implementation Status – Laura Parma
- Review of New Documentation Updates for Email and Vault - Amanda Jones and Michelle Tuscher
- Questions



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Shared Services Email Project

Agency Implementation Coordinator Meeting

November 18, 2011

Agenda

- Welcome & Introductions -- Steve Lovaas & Jim Hammond
- Review of Shared Services Email Project Status – Laura Parma
- Project Implementation Review Status – Laura Parma
- Review of New Documentation Updates – Amanda Jones & Michelle Tuscher
- Questions





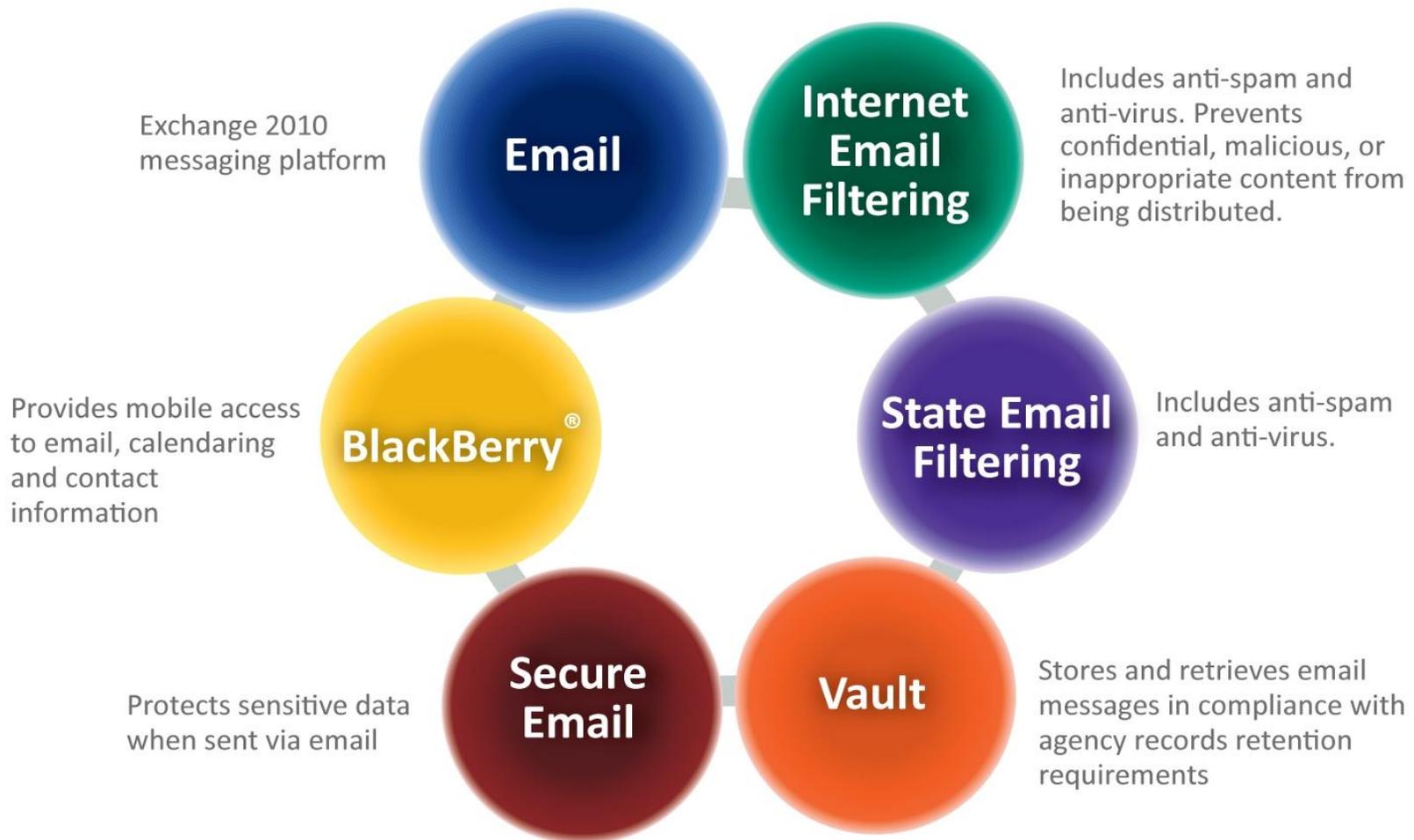
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Shared Services Email Project

Project Status

Laura Parma

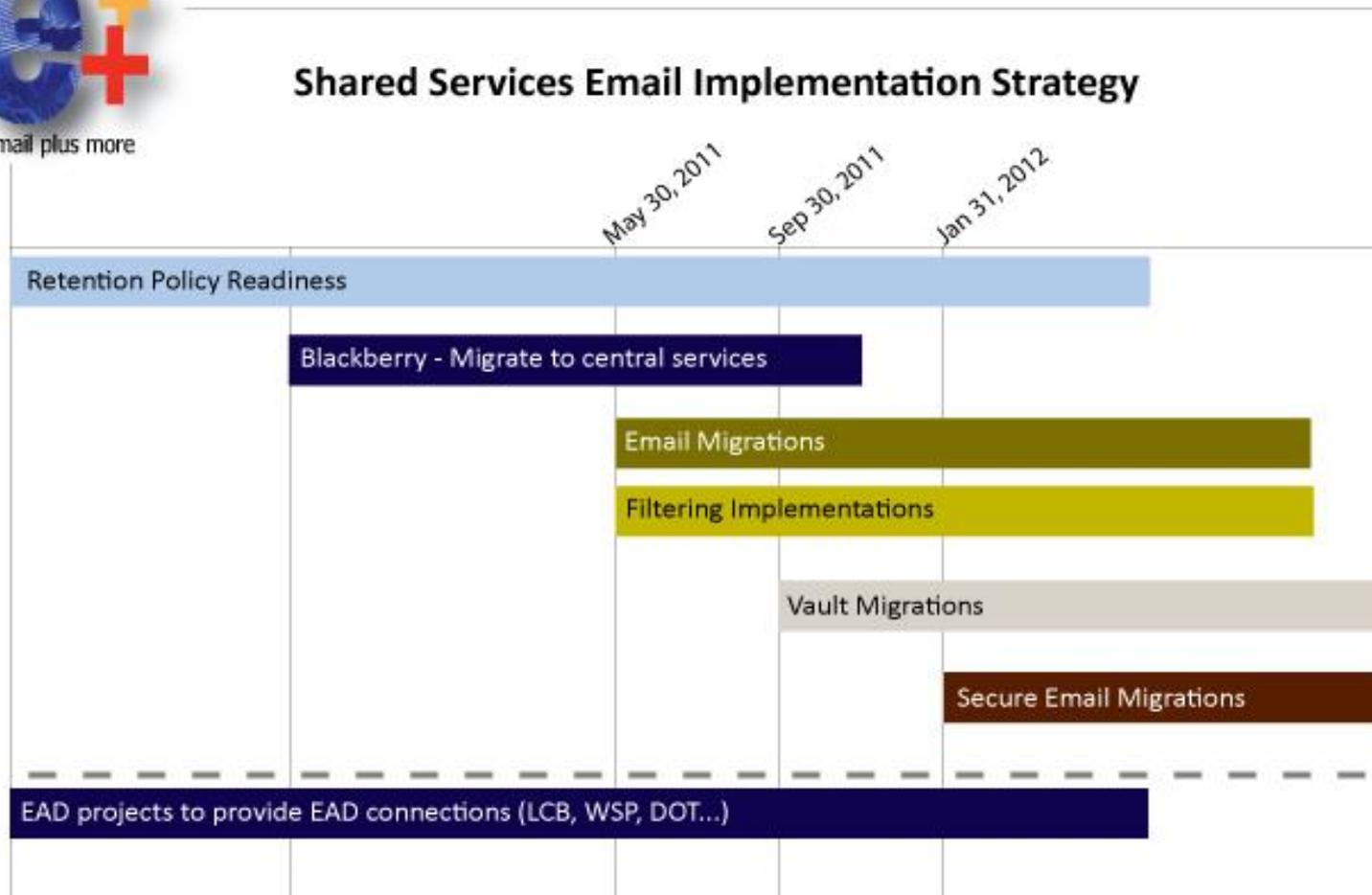
Service Description



Implementation Strategy



Shared Services Email Implementation Strategy



Note: Implementations are staggered within each bar on the chart

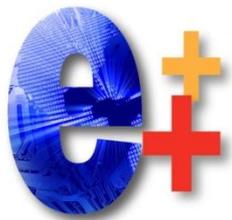
October 21, 2011



Project Status

- Agency Mailbox Migrations-
 - 25 agencies have completed migrations
 - 17,378 mailboxes migrated as of 11/13/11
 - Additional migrations are scheduled and are being scheduled
- Secure Email Contract Negotiations underway
- Customer Satisfaction Survey has now been initiated





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Shared Services Email Project

Implementation

Laura Parma

Implementation Notes

- Implementations are underway, planning meetings are underway for both email migrations and Vault migrations
- Documentation recently completed and under development including:
 - Delegated Administration Guide, Version 2 reviewed in ETAG 11/8
 - End User Training Guide Version 3
 - Email Cutover & Post Cutover V5
 - Post Vault and Vault PST Version 1: December, to review at December meeting



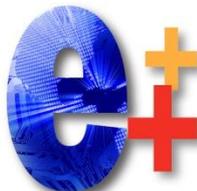
Implementation Meetings

- Monthly Implementation Coordinator Meetings scheduled
- Monthly ETAG Meetings scheduled
- Monthly Customer Technical Meetings scheduled

Website reflects all meeting dates/times/locations

Note: All meetings moved to 1500 Jefferson

Note: ETAG meetings moved to 2nd Tuesday



Documentation Updates

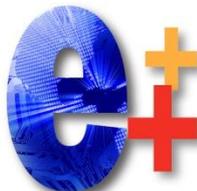
- Email Cutover & Post Cutover V5 – Amanda Jones
- End User Training V3 (adds Vault information) – Michelle Tuscher
- Review of Updates to the Internet site – Amanda Jones

- Customer Readiness Page:

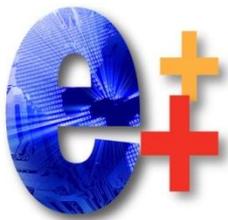
http://cts.wa.gov/projects/shared_email/customer_readiness.aspx

- Technical Resources Page:

http://cts.wa.gov/projects/shared_email/technical_resources.aspx



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Shared Services Email Project

Agency Email Cutover & Postcutover Document Version 5 Review

Amanda Jones



Shared Services Email Project

End User Training Version 3 (includes Vault information)

Michelle Tuscher



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Shared Services Email Project

Updates to Customer Readiness and Technical Resources Internet Pages

Amanda Jones

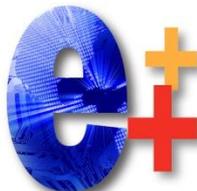
Contacts

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Jim Hammond: (360) 902-3587, James.Hammond@ocio.wa.gov

Michelle Tuscher: (360) 407-8845, Michelle.Tuscher@cts.wa.gov

Amanda Jones: (360) 407-9039, Amanda.Jones@cts.wa.gov



Resources

- Project Website:

http://cts.wa.gov/projects/shared_email/

- Implementation Resources:

http://cts.wa.gov/projects/shared_email/customer_readiness.aspx





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Shared Services Email Project

Questions