

FHDA Communion Suite - Implementation Project Action Items

3/29/2012

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.			
Added	Needed by	Milestone	Activity	Lead	Participants	Status
03/21/12	03/23/12	System Architecture	Bill and Materials for equipment needs	Rob	Chien, Tom	In-progress
03/21/12	4/4/2012		Will current SCSI connect to storage work with VM? - then final decision to virtualize or not.	Varten	Norbert, Ryan, Tom Chien	
03/21/12	04/04/12		Final System Architecture with modifications made in project meeting	Varten	Ryan, Norbert, Tom, Chien	
03/21/12	04/04/12		Network meeting to discuss where the system should reside.	Sharon	Lisa, Ryan, Norbert, Chen	
03/21/12	04/04/12		Decided on Backup method - STA to get Zenith Appliance information to Tom	Tom	Chien, Norbert, Ryan	
03/21/12	04/04/12		Decide on Load Balancer Method	Varten	Ryan, Norbert,	
03/21/12	04/04/12	Conversion	How long is it going to take to migrate email store?	Varten	Ryan, Norbert, Tom, Chien	
03/21/12	04/18/12		Meeting Maker data conversion - need discussion on methods including use of Sumatra	?	Sharon, Varten, Chien, Norbert, Susan	
03/21/12	04/04/12	Deployment	Updated Project Plan per 3/21/12 project meeting	Varten	Chein, Rob	
03/21/12	04/18/12		Need to decide acceptable down time for e-mail/calendaring	Chien	Sharon, Fred	
03/21/12	04/18/12		Discussion on quotes size and storage and retention	?	Chien, Sharon, Fred, Jack?	
03/21/12	?		Discussion on what instructions are going to be given to the users and how.	Varten	?	
03/21/12	05/02/12		Need to set priority sequencing of phased in users	?	Chien, Sharon, Fred, Jack?	
03/21/12	05/02/12		Issues with connection to DR site resolved	Sharon	Lisa, Ryan, Norbert, Chien	
3/21/2012	05/02/12		Assign the task of adding these conference rooms to Exchange as resources unless there is an electronic way of migrating the resources out of Meeting Maker.	Sharon	?	
03/21/12	?	Communication	Discussion on what instructions are going to be given to the users and how	?	Sharon, John, Susan, Varten	
03/21/12	04/04/12		Project status information to Fred for project status reports to District	Chein	Jack, Sharon	