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

Logistics:

Next steps:

• Update project documents

•	Parking passes are available from Kari Elliott in D260. Lunch will be served. Expected adjournment 3PM.		Minutes
Openii •	ng Statement: Project approval and support	Fred Sherman	allowed 5
Introd	o See attached contact sheet for updating	Roundtable	30
Projec • •	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 decided later in the process.	Chien Shih	15
Syster • •	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	60
Workii •	ng lunch: General discussion about questions about the Exchange environment o See attached questions received prior to the meeting	Roundtable	60
Sched • • •	ule review: Status of hardware ordering and expected delivery Status of MS Exchange licenses Review of Project Plan and set outcome milestones Rollout methodology discussion o See attached Project Plan Agreement on project plan – Yes or No or more discussion	Chien Shih Chien Shih Vartan Chukhadarian Vartan Chukhadarian	90
Comm	whication 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 th @ 10AM – D260. Conference call in information will be provided later. An issue escalation and resolution plan will be developed by the next meeting.	Jack Raubolt	15

Chien Shih

15

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

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

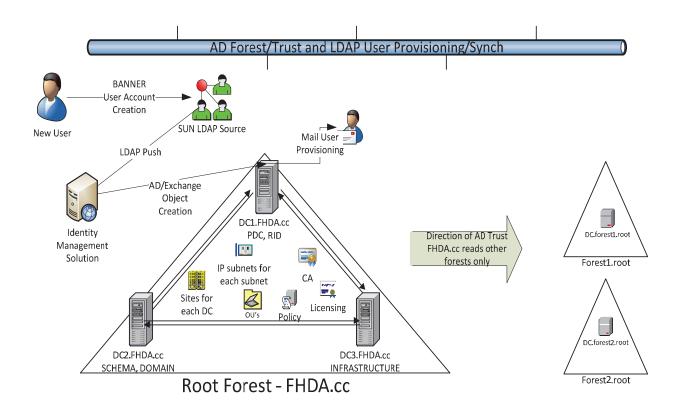
- Web access to email and calendaring functions using Outlook Web Application.
- Mobile devices access including email and calendaring update capability.
- Single sign-on using the Luminis Portal or direct sign-on using Portal logon and password.
- Conversion of server stored email to Exchange.
- Instructions 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

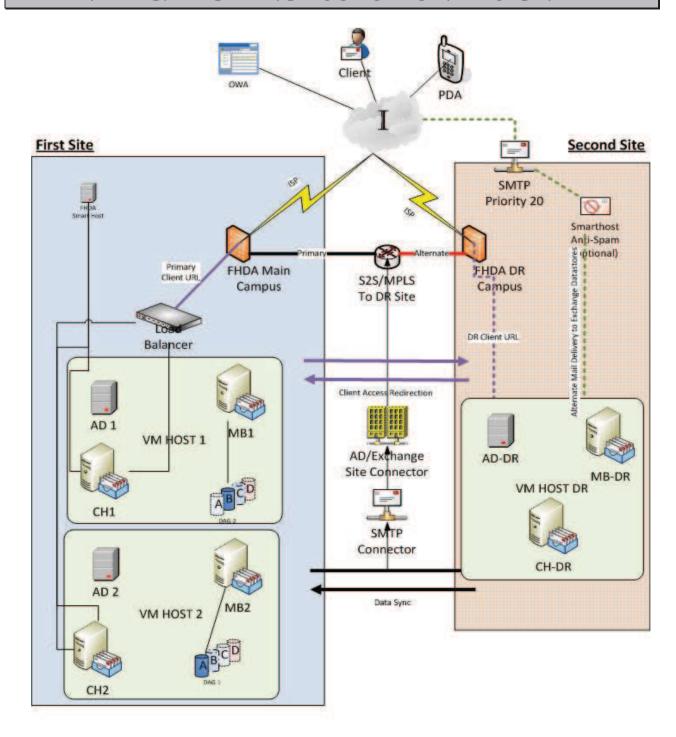


Additional Components to be considered

- 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

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Revision 3/19/2012





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APPENDIX E: SOFTWARE BOM

Qţ,	MrG#	Description	Notes	CDW Link
6	Mfg. Part: P72-04203	3 Domain Controllers, 3 Exchange Hub Servers, 3 Exchange Client Access Serers, 3 Exchange Hubs	lient Access Serers, 3 Exchange We are using their Load Balancer and Exchange DAG works without Enterprise	CDW for Microsoft Windows Server 2008 R2 Enterprise
રેકર		Microosft Windows 2008 R2 Client Acces Licenses (1 for each user or pc)	Only REQUIRED IF THEY DECIDE TO JOIN PC'S DOMAIN	
9	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	CDW for Exchange Server
4000	MFG #: PGH00060	Microosft 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	CDW for Exchange 2010 User CAL
T	Mfg. Part: VS5-ESP-BUN-C	VMWare Small Business (Optional in lieu of Hyper-V)	This product comes with 3 Host licenses and vMotion	CDW for VMWare vSphere Essentials Plus Kit v.5
1	Dell PER710 Enhanced	Sample Dell Server Configuration (lots of room for reduction)		See Attached FHDA Dell Server Sample.xps
1	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.

Question:	Answer:
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?	