

**FHDA Communication Suite - Implementation Project
Project Agenda Action Items - Two-week Look Ahead**

As of 5/1/2012

Agenda, Action Items and Two-week Look Ahead for Project Meeting 5/2/12								
		The following are action items from previous Project meetings and agenda items receive between meetings.						Agenda
		Work groups need to discuss the items for report back at the next project meeting.						Minutes
		If the lead is not ready for discussion a new 'Needed' date is required and impact to the project discussed.						Allocated
Added	Needed by	Title	Activity	Lead	Participants	Status		
System Architecture								
04/04/12		System Design	Further discussions about VM operations/backup/recovery.	Vartan	Ryan, Norbert, Bao	On-going	0	
04/16/12	04/18/12	Equipment ordering	<ul style="list-style-type: none"> • Dell 710 server and additional memory for two 710's – on order • MS campus wide license – on order • Storage IBM (LSI) SAN – Purchase Req. 4/18/12 • VMware 3 server license –C/O with STA • Backup Method/device - Pending 	Chien	Tom, Vartan, Pam E.	In-Progress	5	
04/18/12	?	Performance	Stress testing of I/O and overall performance is required before going into final testing and productions. Vartan suggests using Microsoft Jetstress utility http://technet.microsoft.com/en-us/library/ff706601.aspx . The systems group will work with Vartan to set up events and timing for testing.	Vartan	Tom, Norbert, Ryan	Pending	5	
PP 4/16/12	04/27/12	Exchange	Build Exchange 2007 for Sendmail Migration (2010 not support by MS)	Vartan	Ryan, Norbert	In-progress	1	
04/18/12	04/25/12	Network	Network topology certification for Exchange placement.	Sharon	Vartan, Norbert, Ryan, John A.	In-Progress	5	
04/18/12	04/27/12	Exchange	Mail flow testing including Abaca and Barracuda.	Vartan	Norbert, Ryan	In-progress	5	
PP 4/24/12	04/30/12	Exchange	Build First Exchange Instance (CAS/HUB)	Vartan		In-progress		
PP 5/1/12	05/02/12	Exchange	Build First Exchange Mailbox	Vartan	Ryan, Norbert	In-progress		
03/21/12 04/04/12 04/18/12	05/02/12	Backup	Decided on Backup method - STA to get Zenith Appliance information to Tom 4/4/12 - server group to discuss and make recommendation on backup needs and process, STA is available as needed for discussion and clarification 4/18/12 - Tom will set a time for Vartan, Ryan, Tom, Norbert to discuss backup solutions and make a recommendation for the next meeting 5/2/12.	Tom	Chien, Norbert, Ryan, Vartan	In-progress	5	

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PP 4/16/12	05/02/12	Active Directory	<ul style="list-style-type: none"> • Perform AD.FHDA.EDU Health and HA Check • Exchange 2007/2010 AD Prep • Configure Organizational Units • Configure Security Groups • Configure Password Policies • Create Test Accounts - User Objects 	Vartan	Ryan, Norbert	In-progress	5
System Architecture - Two-week Look Ahead							
PP 05/03/12	05/03/12	Exchange 2010	SSL and Domain Namespaces	Vartan	Ryan, Norbert		15
PP 05/04/12 05/01/12	5/7/12 5/7/12		Public IP assignments, MX Record Pointer, Firewall Opened List of Additional Ports needed		David Gillett		
PP 05/08/12	05/09/12		Exchange Mail Flow Testing (OWA, Mobile, POP3, IMAP4, ActiveSync)				
PP 05/10/12	05/11/12		Build Second CAS/HUB Load Balance Testing				
PP 05/14/12	05/14/12		Configure Accepted Domains and OWA Redirection				
PP 05/15/12	05/15/12		Build Second Mailbox and DAG Group Testing				
PP 05/16/12	05/16/12		Configure Mailbox Policies				
PP 05/17/12	05/17/12		Mailflow Testing w/HA (SMTP Ingres/Egress)				
Conversion							
03/21/12	04/04/12	Stored Send Mail	How long is it going to take to migrate email store? - irrelevant, will be doing a progressive migration	Vartan	Ryan, Norbert, Tom, Chien	Pending	0
PP 4/17/12	04/17/12	Documentation	Document Active Directory (Topology, Credentials, Critical Components)	Vartan	?	On-going	5
PP 4/18/12	04/19/12	Documentation	Build Test Environment (PC & Mac like FHDA w/Mail clients)	Vartan	?	In-progress	
PP 4/19/12	04/20/12	Documentation	Document Exchange Environment	Vartan		In-progress	
3/21/2012 04/18/12	05/02/12	Calendaring	Assign the task of adding conference rooms to Exchange with clean up as resources. Ready for discussion at the 5/2/12 project meeting.	Sharon	John V, Susan,	In-progress	5
04/18/12	05/02/12	Calendaring	Discuss methods of export from MM to Exchange for calendar events. Ready for discussion at the 5/2/12 review meeting.	Sharon	John V, Susan, Allyson,	In-progress	5
Conversion Two-week Look Ahead							

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		Deployment					
03/21/12	04/18/12	User Experience	Need to decide acceptable down time for e-mail/calendaring	Chien	Sharon, Fred, Jack?	Pending	5
3/21/2012 04/18/12	05/02/12	User Experience	Discussion on: <ul style="list-style-type: none"> • Mail box quotes • storage and archiving • email retention • Password requirements Ready for recommendation at project meeting 5/2/12	Chien	Chien, Sharon, Fred, Jack?	In-progress	15
03/21/12 04/04/12 04/18/12	05/02/12	User Experience	Need to set priority sequencing of phased in users 4/4/12 - meeting to discuss rollout phases who and when or cold turkey opinion 4/18/12 – Chien will call draft up a plan for discussion in the next project meeting 5/2/12	Chien	Sharon, Fred, Susan, Allison, Jack	In-progress	10
03/21/12	05/02/12	Network	Issues with connection to DR site resolved	Sharon	John A., Ryan,	Pending	1
PP 4/27/12 4/18/12	05/02/12	User Experience	Discussion on Support and Training Materials, what instructions are going to be given to the users and how <ul style="list-style-type: none"> • Q&A development • What the user can expect • Hands on open labs • Self-training materials • Help desk responsibilities Ready for project team discussion on 5/2/12	Sharon	Susan, Allyson, John V., Vartan	In-progress	15
		Deployment - Two-week Look Ahead					
05/02/12	06/30/12	Support	We anticipate that there will be items unique to FHDA and further training is/will be made available at additional cost. What is the recommendation for formal training for our sys admins and application admins? It is unclear what training will be made available to the 'application' administration role and who will have the role of managing the resources (conference rooms and the moderators of those resources, if any) and the District calendar - holidays etc.	Sharon	?		10
05/01/12	05/18/12	Support	How to handle user's with special needs for stored desktop email, contacts, etc in Eudora and Thunerbird	Chien			
		Communication					

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3/21/2012 04/18/12	05/02/12	Project Controls	Write issue escalation procedure to present to team 4/18/12 – Draft process presented for final review before 5/2/12	Jack	Chien	In-progress	5
04/18/12	04/18/12	User Experience	Project status information to Fred for project status reports to District 4/4/12 - Fred will write a project update with link to Project Web site when Web site is ready 4/18/12 – The Web site is up, Fred to send announcement out today	Fred	Chien, Kari	On-going	
Communication - Two-week Look Ahead							
05/01/12	05/18/12	User Experience	Send out second project update and advisory of website	Fred	Chien, Kari		