Ref #	Date Identified	Reported By	Activity/Issue	Needed By	Priority	Lead/ Owner	Verified/ Tested By:	Category	Status	Approved Completion By:
2	3/21/12	Project Agenda	Need to decide acceptable down time for e-mail/calendaring	5/2/12	Critical	Chien	Sharon, Fred	Conversion/ Mirgration	Pending	
3	3/21/12	Project Agenda	Issues with connection to DR site resolved	6/30/12	Low	Lisa	John A., Ryan, Norbert, Chien	Deployment/ User Experience	Pending	
4	4/17/12	Project Agenda	Document Active Directory (Topology, Credentials, Critical Components)	6/5/12	Moderate	Vartan	?	Technology	Pending	
7	4/19/12	Project Agenda	Document Exchange Environment	5/18/12	Low	Vartan		Conversion/ Mirgration	Pending	
12	5/2/12	Sharon	We anticipate that there will be items unique to FHDA and further training is/will be made available at additional cost. What is recommended 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.	6/15/12	Moderate	Vartan		Deployment/ User Experience	Pending	
13	5/10/12	Project Agenda	Proposal coming from the college-we need to update the current web mail link and splash page to give users sufficient notice for transition to the new OWA.	5/21/12	Moderate	Chien		Communication	In-Progress	
19	5/16/12	Project Agenda	Decided on Backup method - After further analysis the Zenith Appliance is being considered. Tom's final recommendation will be to Chien by 6/6/12.	6/6/12	moderate	Tom	Chien, Norbert, Ryan, Vartan	Technology	In-Progress	
20	5/16/12	Project Agenda	Stress testing of I/O and overall performance is required before going into final testing and production. Vartan suggests using Microsoft Jetstress utility http://technet.microsoft.com/en-us/library/FF706601.aspx. Using matrices Tom has used in the past and tools available in Exchange. A series of measurements will be applied and results available for review on 5/25/12.	5/29/12	Critical	Vartan	Tom, Norbert, Ryan, Chien	Technology	In-Progress	

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21	5/16/12	Project Agenda	John V. and Susan to work with Pam on scheduling rooms for training and A/V equipment needs.	5/29/12	Moderate	Susan	John V., Pam	Deployment/ User Experience	In-Progress	
25	5/16/12	Project Agenda	Start migrating ETS staff	5/30/12	Moderate	Vartan	Norbert	Conversion/ Mirgration	In-Progress	
30	5/26/12	Sharon	Calendar proxy issue, reported calendar proxy cannot be set up by users, system admin needs to do it	6/2/12	Critical	Sharon	Joe L.	Deployment/ User Experience	In-Progress	
31	5/26/12	Sharon	Quota and retention, set up warning message for initial conversion and what is the limitation of size of mail box	5/31/12	Moderate	Chien	Vartan	Deployment/ User Experience	Pending	
36	5/26/12	Chien	Convert Kari, Drake, Norbert, Pam, Jack using automated scripts, test the process and collect conversion speed statistics	6/1/12	Critical	Vartan		Conversion/ Mirgration	In-Progress	
37	5/26/12	Chien	Update documentation with changes for training	6/1/12	Moderate	Susan		Deployment/ User Experience	In-Progress	
39	5/26/12	Sharon	A CrossWalk document is required so the users understand how to do the same things in Exchange as they did in Meeting Maker, and maybe email too. Difference between Appointment and Meetings and how parallels which features in Meeting Maker ; part of Cross Walk doc	6/7/12	Moderate	Sharon		Deployment/ User Experience	In-Progress	
41	5/26/12	Sharon	The First time use guide should have directions on how to forward your email - this is especially critical for the part time faculty	5/30/12	Moderate	Susan	Sharon	Deployment/ User Experience	In-Progress	
43	5/26/12	Sharon	The Public Groups seem to be the distribution lists based on our conversations. This needs to be explained thoroughly and we need to set up parameters about groups before the first group of users migrates.	6/5/12	Moderate	Vartan	Susan	Conversion/ Mirgration	In-Progress	

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45	5/26/12	Sharon	Under Options - My Account - On the right hand side are Shortcuts to other things you can do: - Connect Outlook to this Account - I assume this is the Desktop Client - We don't want users to go down this path for the client, at least this is what I assume. - Learn how to get Direct Push email on your mobile phone - I don't believe these are the instructions we want the users to use for setting up their mobile devices, correct? - Here is the "Change Your Password" capability agai - I don't believe this is the path to changing our passwords. Is there any way to hide these "Shortcuts to other things" under "My Account" under "Options"? This is going to trip up a lot of users. We will be getting calls about this.	6/15/12	Moderate	Vartan	Susan	Deployment/ User Experience	In-Progress	
46	5/26/12	Sharon	Options is managing cell phones - and one thing you can do is add your phone and then remotely WIPE all contents on your phone. This is HIGHLY dangerous for a novice user.	6/15/12	Moderate	Vartan	Susan	Deployment/ User Experience	In-Progress	
49	5/26/12	Sharon	What is the plan if the user complains all their emails in their folders was not migrated? Need to come up with a plan.		Moderate	Chien	Sharon, Susan, Allyson, John V., Tom	Deployment/ User Experience	In-Progress	
50	5/1/12	Susan	What should I include in the Mobile device instructions for Blackberry users? Vartan answer - Typically Personal Blackberry users have a portal provided by the service provider. From there they can configure their own Blackberry. I can provide a screenshot if it helps.	6/5/12	Moderate	Sharon	ETS RIM users	Deployment/ User Experience	In-Progress	
52	5/29/12	Fred	Error message with OWA - Received this error message when I am trying to create a rule or when I am selecting a person to send a message to (e.g. new message). I always push "Wait" when the error message pops up and it lets me continue. However, maybe a minute later, it will come back. Other than the annoyance, it does not interfere with my actions in OWA. I am using a Mac with OS version 10.6.8 with a Chrome browser.	6/1/12	Moderate	Vartan	Fred	Deployment/ User Experience	In-Progress	
55	5/29/12	Sharon	Differences with the "Signature" between browsers add to croswalk		Moderate	Sharon	Susan	Deployment/ User Experience	In-Progress	

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56	5/29/12	Sharon	District Holidays - will there be a District Group Calendar available for all to view? Or will a template calendar be set up as the basis for everyone's calendar so the District holidays show up? It was like this in Meeting Maker - Add to Crosswalk doc - **research method before adding to Crosswalk or documentation**	6/30/12	Moderate	Vartan	Sharon, Susan,	Deployment/ User Experience	Pending	
57	5/29/12	Sharon	Auto Log Out after Inactivity - we need to know how long after inactivity the account will automatically be logged out for both Private and Public Login sessions - **timeout value and then add to crosswalk**	6/5/12	Moderate	Sharon	Vartan, Susan	Deployment/ User Experience	Pending	
59	5/29/12	Sharon	Add to Crosswalk: how to access FHDA directory Add to Crosswalk how to add a contact Add to Crosswalk how have BCC show - its under the Options for mail Add instruction to Crosswalk Spell Check capability in Safari and Chrome with suggested correct words Add to crosswalk differences with the "Signature" between browsers Cross walk must describe the password reset process	6/5/12	Moderate	Sharon	Susan	Deployment/ User Experience	Pending	
61	5/29/12	Sharon	Probably a new FAQ item - talk about the export in Meeting Maker that can import into an Outlook Desktop Client - this really isn't the best way since you still have to invite all the attendees and the conference room. And you need to verify reoccurring meetings have been migrated and if you miss setting up a meeting properly, it may cause a productivity problem.	6/15/12	Moderate	Sharon	Susan	Deployment/ User Experience	In-Progress	
62	5/29/12	Sharon	Action item for Sharon's team: We need to verify that Outlook will be able to read secure email from the Bank of America and also open an attachment before we switch from Thunderbird to Outlook. BOA suggested that we set up an A/P employee with Outlook and see if she can read a secured email message from BOA. We want to settle any issues prior to going "live" with MS Exchange. Is it possible to set up Carol Skoog with an Outlook test account at this time?	6/8/12	Critical	John V.		Deployment/ User Experience	Pending	
63	5/29/12	Sharon	Comparing Meeting Maker Department Calendars with Department Email accounts - remove duplicates - add Meeting Maker Dept accounts to Tom Roza's Deployment lists	6/1/12	Critical	Sharon	Josie	Deployment/ User Experience	In-Progress	

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68	5/29/12	Sharon	Write up instructions for user who may have the correct combination of OS, current mail client, and Outlook Desktop client to be able to migrate their email and contacts themselves using the provided instructions. If get into trouble will need to contact call Center and get on the Opt In Schedule	6/4/12	Critical	Sharon		Deployment/ User Experience	Pending	
71	5/30/12	Fred	Access to OWA has been lost. This is the second occurance of the of the account disappearing.	5/30/12	Critical	Vartan	Matt	Deployment/ User Experience	In-Progress	
72	5/30/12	Tom	Our Exchange system is converting my MS/word documents to WINMAIL.DAT formats (see the email from Joe Lampo). Vartan indicates this is an optional thing that we can turn off.	5/30/12	Moderate	Vartan	Tom, Sharon, Chien, Jack	Deployment/ User Experience	Completed	
73	5/30/12	Jack	Sharon replied all to an email from Tom. She received a "Failure Notice." Jack also did a reply all to Tom and got the same notice. The full notice was forwarded to Vartan.	6/5/12	Critical	Vartan	Tom, Sharon, Chien, Jack	Conversion/ Mirgration	Pending	
74	5/30/12	Vartan	The Microsoft Load Balancer has some conflicts with the CISCO switch, Vartan has confirmed this with our network team.	6/8/12	Critical	Chien	Ryan, Norbert, Vartan, Sharon, Lisa, AMS .NET	Technology	In-Progress	