



Shared Services Email Project

Agency Implementation Coordinator Meeting

July 26, 2011

Agenda

- Welcome & Introductions -- Steve Lovaas & Jim Hammond
- Review of Shared Services Email Project Status – Heidi Brownell
- Project Implementation Review Status – Laura Parma
- Review of Changes in Approach for V3 of Pre-Cutover and Cutover Guides – Heidi Brownell
- Questions

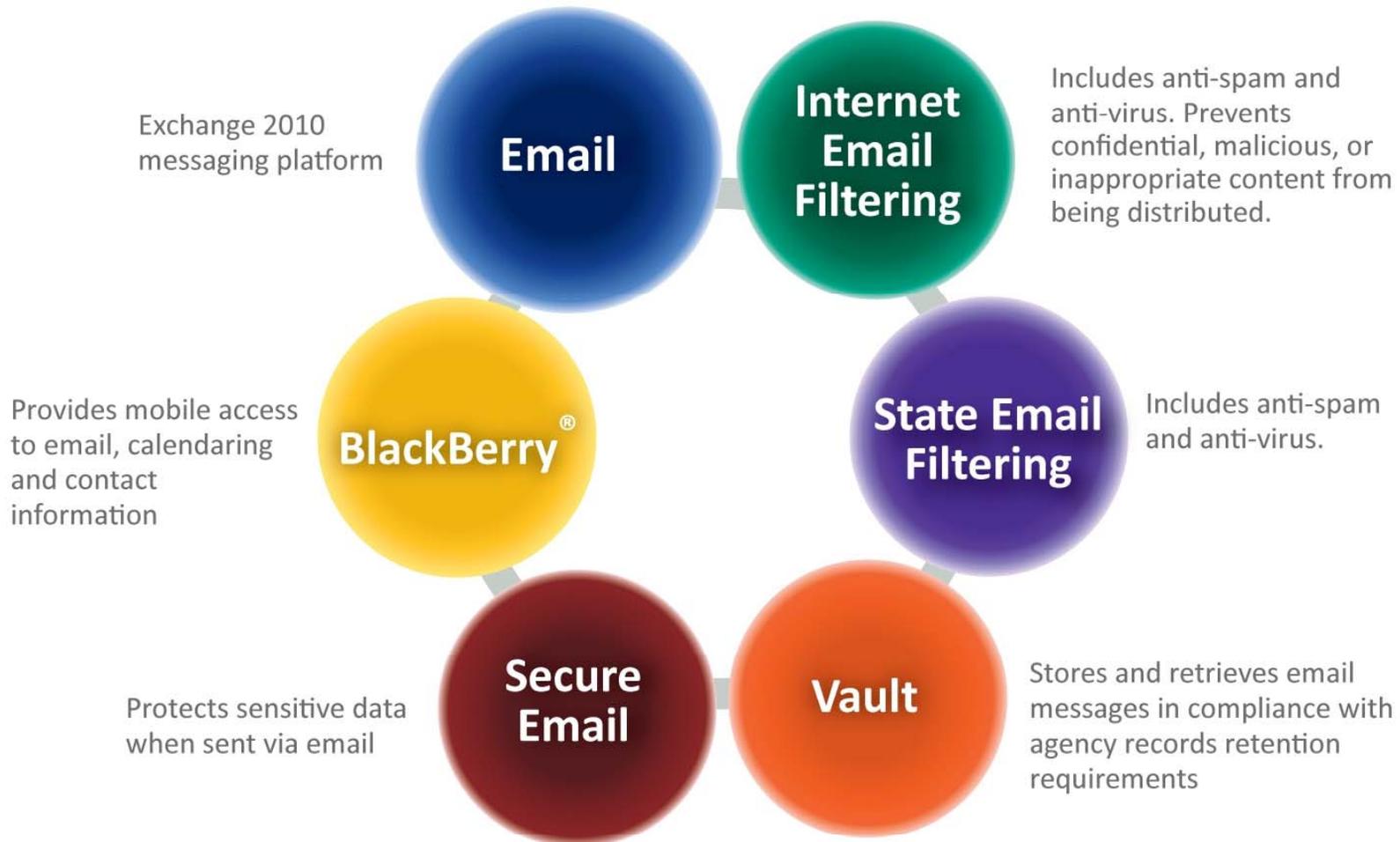


Shared Services Email Project

Project Status

Heidi Brownell

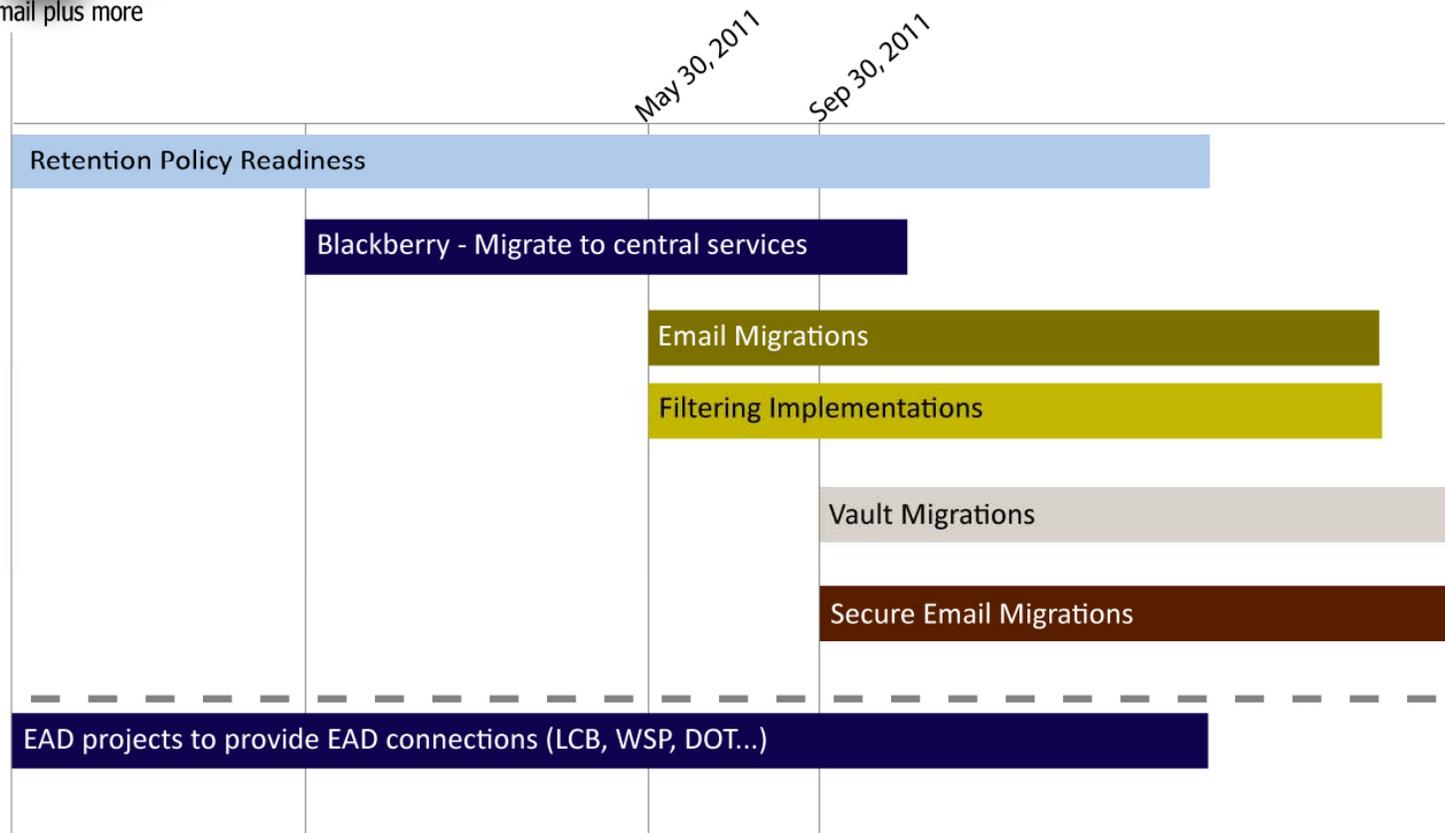
Service Description



Implementation Strategy



Shared Services Email Implementation Strategy



Note: Implementations are staggered within each bar on the chart

April 15, 2011



Project Status

- Agency Migrations-
 - 3403 mailboxes migrated to date
 - Additional migrations are scheduled and are being scheduled
- Secure Email Request for Proposals (RFP) – Final
- Service Level Agreement – Final
- QA vendor – Draft QA plan and schedule submitted
- Architecture build-out - continues for additional capacity
- Other:
 - Move to the new building
 - Agency consolidations



Shared Services Email Project

Implementation

Laura Parma

Implementation Notes

- Scheduling with all remaining agencies to plan for email migrations
- Dates needed from all agencies for migrations
- Agency Pre-Cutover Readiness Guide V3 Published
- Agency Cutover & Post Cutover Guide V3 Published
- Still need input from some agencies for Application Integration Templates
- Feedback document published requesting your input to documents, procedures, communications to improve the process

Upcoming Technical Meetings

- August 2 – ETAG – Forum Boardroom
- August 29 – Customer Technical Meeting – location TBD
- September 6 – ETAG – location TBD
- September 26 – Customer Technical Meeting – location
TBD

Upcoming Monthly Implementation Coordinator Meetings

- **August 22 – Location TBD**
 - All Agency Implementation Coordinator Meeting: 2:30pm – 3:30pm
- **September 23 – Location TBD**
 - All Agency Implementation Coordinator Meeting: 2:30pm – 3:30pm

Upcoming Vault Sessions

- Currently scheduled sessions for basics about the Vault (WaSERV).
 - August 3 – Vaulting PST Migration
 - August 10, 31 – Vault Basics
 - September 7 – Vaulting PST Migration
 - September 14, 28 – Vault Basics

Contacts

Steve Lovaas: (360) 902-3314, Steve.Lovaas@dis.wa.gov

- updated phone number as of **August 8: (360) 407-8723**

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

Resources

- Project Website:

http://ittransformation.wa.gov/sharedservices/SS_email.aspx

- Implementation Resources:

<http://ittransformation.wa.gov/implementation/email.aspx>



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Review of Agency Pre-Cutover Readiness Guide and Agency Cutover & Post Cutover Guide



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Questions