



# Aerospace | Office 365 Migration Project

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By SADA Systems, Inc.



Thank You  
Aerospace!



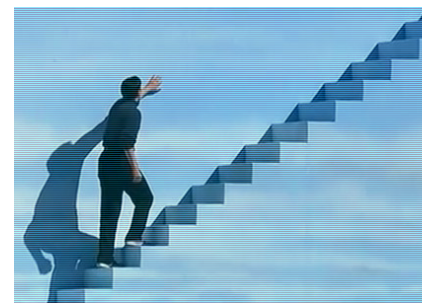
## Goals

The goal and intent of this Project Kickoff meeting is to discuss the basic parameters of the Office 365 Migration Project and to provide a high-level overview on how the SADA and Aerospace teams will be organized for this engagement.

## Agenda



- Team Introductions
- Project Overview
- Scope Overview research
- Timeframes



- Long Lead Times
- Project Risks
- Rhythm and Communication
- Key Dates
- Next Steps

# Project Team Introductions

20 minutes





# Project Team Introductions



## SADA Project Team

 <b>Patrick Watson</b> Business Development Manager	 <b>Hovig Safoian</b> Executive Sponsor (CIO)	 <b>Russel Buetow</b> National Sales Director   Microsoft Practice
 <b>David Brown</b> Program Manager   Microsoft Practice	 <b>Sujatha Dhamodarasamy</b> Office 365 Project Manager	 <b>Jessica Hylton</b> Senior Training Specialist
 <b>Roman Avanesyan</b> Senior Technical Lead   Microsoft Practice	 <b>Miguel Garcia</b> Office 365 Solutions Engineer	 <b>Vincent Chen</b> Office 365 Solutions Engineer
 <b>Kevin Uy</b> Office 365 Solutions Engineer	 <b>Ramanan Kanikannan</b> Office 365 Project Manager	 <b>Bob George</b> Senior Software Solutions Architect
 <b>Anton Sarkisov</b> Office 365 Solutions Architect	 <b>Vamsi Munagala</b> Senior Developer	



# Aerospace Introductions



# Project Overview

35 minutes



## Project Objectives

The primary objective of this engagement is to configure Office 365 in the U.S. Government cloud, to integrate Office 365 with identified aspects of Aerospace's current IT environment and, migrate mail data to the new Office 365 platform.

To achieve this, this project will be carried out in a phased approach and SADA will provide the following:

- Architecture, planning and design sessions (a.k.a. "Envisioning Sessions")
- Consulting on project-adjacent topics (e.g. PING Federate, Outlook deployments, etc.)
- Integration and custom development services for identified applications and services (e.g. Aerophone)
- Adoption / Communications Management planning and artifacts
- End User Training
- Tiered Administrator Training
- Custom Documentation (as requested)

## Activities and Deliverables

Phase I activities broadly focus on discovery and solution planning. It should be expected that Aerospace's involvement and input in this Phase will be high as SADA schedules meetings and requests data validation. Activities and deliverables in this phase include:

### Activities





- Discovery of Directory, Messaging and Desktop environments
- Envisioning Sessions for each of the key technical deliverables included in this project (this includes discussions on Security)
- Initiation of Adoption Management discussions
- Needs Analysis for end user and administrator training
- Needs analysis and project planning for Transformation phase

### Deliverables

- Envisioning Meetings and Discovery Results Review Session (with related artifacts)
- Discovery Remediation Punch List
- Updated Risk Register based upon Discovery Results
- Revised Project Plan based upon Aerospace ETAs for discovery remediation

## Activities and Deliverables

Phase II activities are geared at implementing agreed upon solutions and generally organizing ourselves for a Pilot and Production migration to Office 365. Broadly speaking, this includes;

	<p>Correcting the issues uncovered during Discovery</p>	
	<p>Deploying project-related technologies according to the solutions mutually developed in Envisioning Sessions</p>	
	<p>Planning for the non-technical and organizational aspects related to a production migration</p>	

## Activities

- Implementation of network requirements
- Deployment and Training on Directory Synchronization
- Consulting & validation of PING Federate SSO
- Required desktop deployments (e.g. Outlook, Lync, etc.)
- Configuration and validation of Dell-Software's Coexistence Manager for Notes
- Configuration of Exchange Online Protection and mail filtering / routing
- Test Migrations and general platform testing (e.g. browser testing, bandwidth assessment etc.)
- Begin Administrator Trainings aimed at supporting the migration
- Webex / Lync Bake Off

## Deliverables (not mentioned above)

- Webex / Lync Analysis Document and Implementation Plan
- Updated Risk Register based upon Discovery Results
- Revised Project Plan based upon Aerospace ETAs for discovery remediation
- Requested run books and custom documentation

## Activities and Deliverables

Phase III activities are largely centered on the migration of Pilot and Production mailboxes to Office 365 as well as addressing any unfinished configuration items that are critical path for the MX Cutover. Activities and deliverables in this phase include:

### Activities

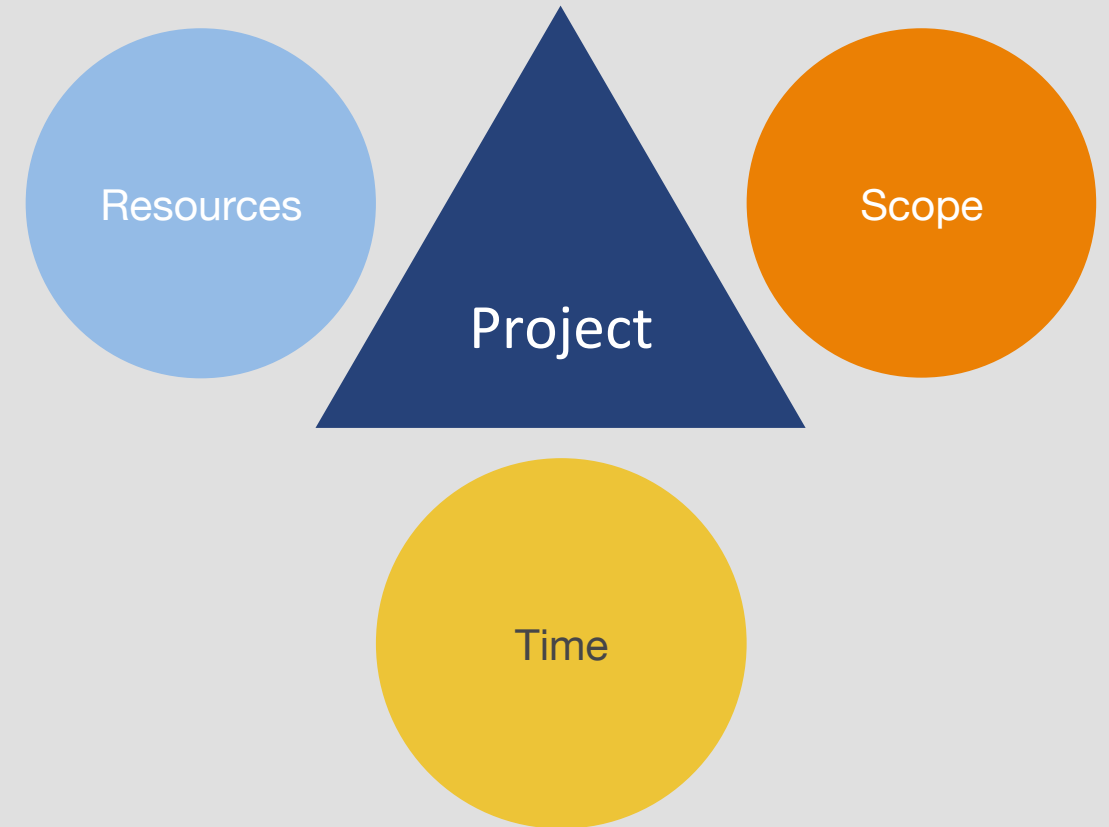
- Pilot migration and support
- Revise Project Plan (and contingency plans) based upon observed migration throughput
- Production migrations and support
- Administrator Trainings focused on the workaday management of Office 365
- Deliver End User trainings and documentation
- MX Cutover Preparation (e.g. SMTP relay configuration)

### Deliverables

- Migration and support for 100 mailbox pilot lasting up to 20 business days
- Envisioning Meetings and Discovery Results Review Session (with related artifacts)
- Discovery Remediation Punch List
- Updated Risk Register based upon Discovery Results
- Revised Project Plan based upon Aerospace ETAs for discovery remediation

# Time Frames

20 minutes



## Activities

SADA will provide Aerospace with a initial project plan that includes a rough order or magnitude +/- 50% at the outset of the project. This project plan will undergo several planned revisions throughout the course of the project and will become incrementally more accurate in terms of time projections.



Name	Finish
Internal Initiation Completed	Wed 4/9/14
Entry Criteria complete	Fri 4/18/14
Project Kickoff Call completed	Wed 4/16/14
Discovery complete	Wed 4/30/14
Phase I complete	Wed 4/30/14
DirSync deployment complete	Tue 5/13/14
PING Federate SSO deployment complete	Tue 5/20/14
CMN configuration complete	Wed 6/4/14
Phase II complete	Tue 6/10/14
Pilot Migration Begins	Wed 6/11/14
Pilot Migration Completed	Wed 7/9/14
Production Migrations Begin	Wed 7/16/14
Production Migrations End	Wed 7/16/14
Velocity Migration Completed	Fri 11/7/14
LOB Analysis Complete	Mon 4/21/14
Transformation Complete	Wed 8/6/14
Start Date	Mon 4/14/14
End Date	Wed 11/12/14

# Long Lead Times

10 minutes



Long Lead Times is a subset of Project “Risks” inasmuch as delays in these areas can cause a corresponding delay to critical path items and project timelines. At this early point, it will be instructive to identify, as best as possible, items which may potentially have long lead times. Some of these items typically include:

- Lead times associated with the proper provisioning of Project servers
- Lead times associated with the implementation of networking requirements
- Securing the appropriate licensing as required for this project (e.g. Office 365, Office 2013, PING Federate, WebEx, Jabber etc.)

- Finalizing Dell-Software engagement for Professional Services (to configure and consult on CMN)
- Securing an internet circuit on the Aerospace VLAN which is dedicated solely for mail migration activity (Current ETA is mid-May)
- Empirically observing migration throughput which will be important to our planning and contingency planning

# Project Risks

10 minutes

Identify



Evaluate



Treat

Monitor



Project “Risks” include those items which have the potential to negatively impact; (a) project timelines, (b) project cost and, (c) overall quality in terms of functionality or end user experience. At this early point, we would simply like to highlight a few areas which have the potential for such impact. These are:

- There are multiple 3<sup>rd</sup> party vendors who will be engaged at various points and to work on critical path items. SADA Systems will not be actively managing these vendors but close and routine collaboration will be required
- Any production use of the Office 365 platform prior to migration-readiness
- Security constraints and the need for escorted, attended sessions will likely; (a) add time to configuration work, (b) present a corresponding increase to cost if additional time is required or timelines are not met, (c) constrain SADA’s ability to immediately respond to technical issues and, (d) impose equivalent resource commitments from the Aerospace team
- Current timelines seek to move 10 TB+ of data to be migrated in a short period of time. SADA and Aerospace will need to discuss priorities, Go/No Go criteria, etc.

# Rhythms & Communication

10 minutes






**SharePoint Online Project Site**

SADA will assist in the creation of a Project Site on Aerospace's Office 365 tenancy. The intent of this site is to act as a central repository for all project documentation, timelines, risk register, etc. This site should be regularly referenced by all project team members and will be referred to on all project status calls




**Weekly Project Status Call**

This 0.5 hour call will include members from our respective project and engineering teams. This call should be largely non-technical and address; (a) Completed items, (b) SADA Next Steps. (c) Aerospace Next Steps and, (d) Risk Review. SADA will be responsible for providing the meeting minutes from each status call and will post minutes on the SharePoint Project Site



**Project Manager 1:1s**

This 0.5 hour weekly call will include only PMs and is intended to follow up / anticipate topics that will be discussed in the Weekly Project Status calls as well as handle general project administrative activities



**Executive Summary Call**

This 0.5 hour call will take place every 4-6 weeks and is intended to provide Executives and key project stakeholders with a high level overview and understanding of our current status. This discussion will include an Executive Summary Statement and will include timelines, completed milestones, road blocks, and risks



**Project Distribution Groups**

Both the SADA project team and the Aerospace project team will have a DL including all key project members for streamlined, workaday communication

# Key Dates

10 minutes





## SADA Business Hours

SADA's normal business hours are from **8:00 am – 6:00 pm (PST) Monday – Friday**

Migrations will occur 24 hours / day and over weekends

These times exclude national holidays



## Planned PTO

**Planned PTO** for key project team members. This will be posted in the Project Site calendar and discussed in Project Status calls



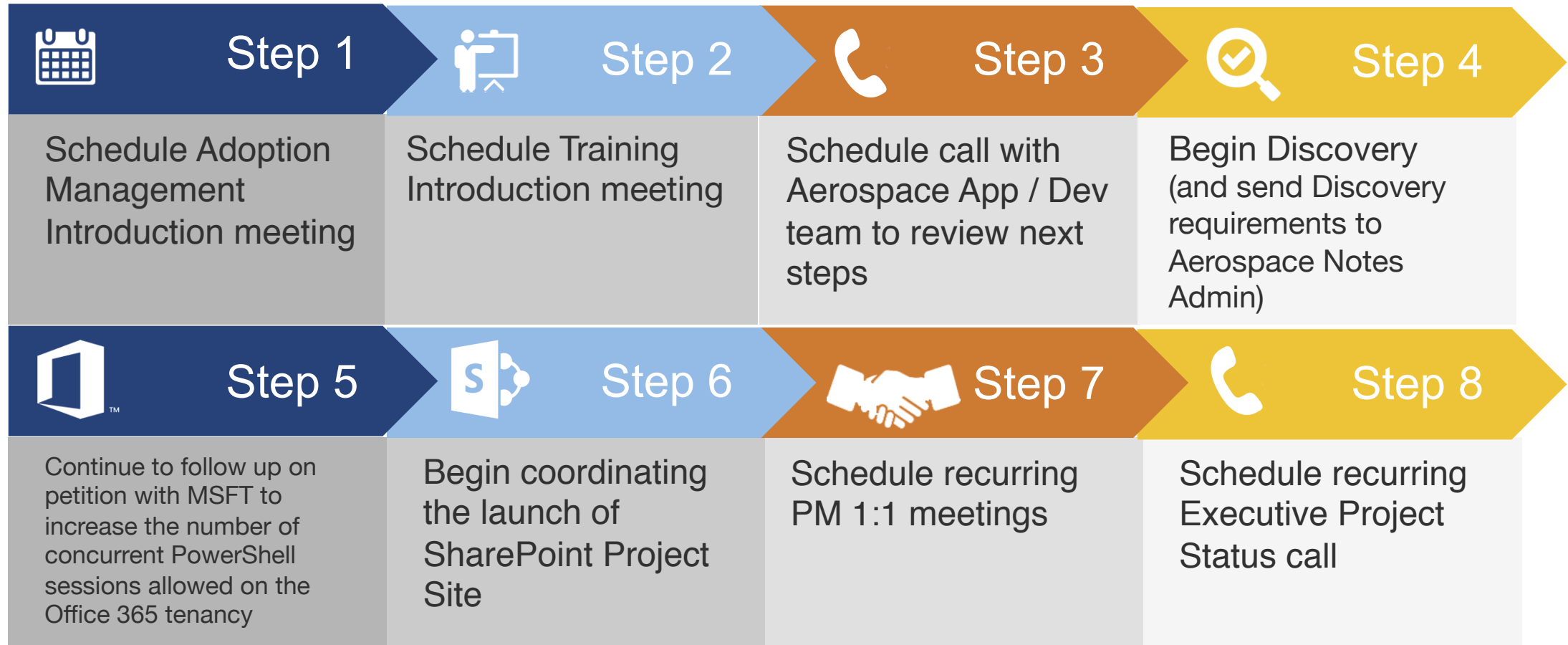
## Aerospace

- Please provide input on the following topics:
- Launch Schedule and process
  - Who on the project team is involved in launches / impacted by launches
- Other business Critical dates
- Production Freezes
- PTO for key project team members – e.g. not working on Friday
- Concurrent projects

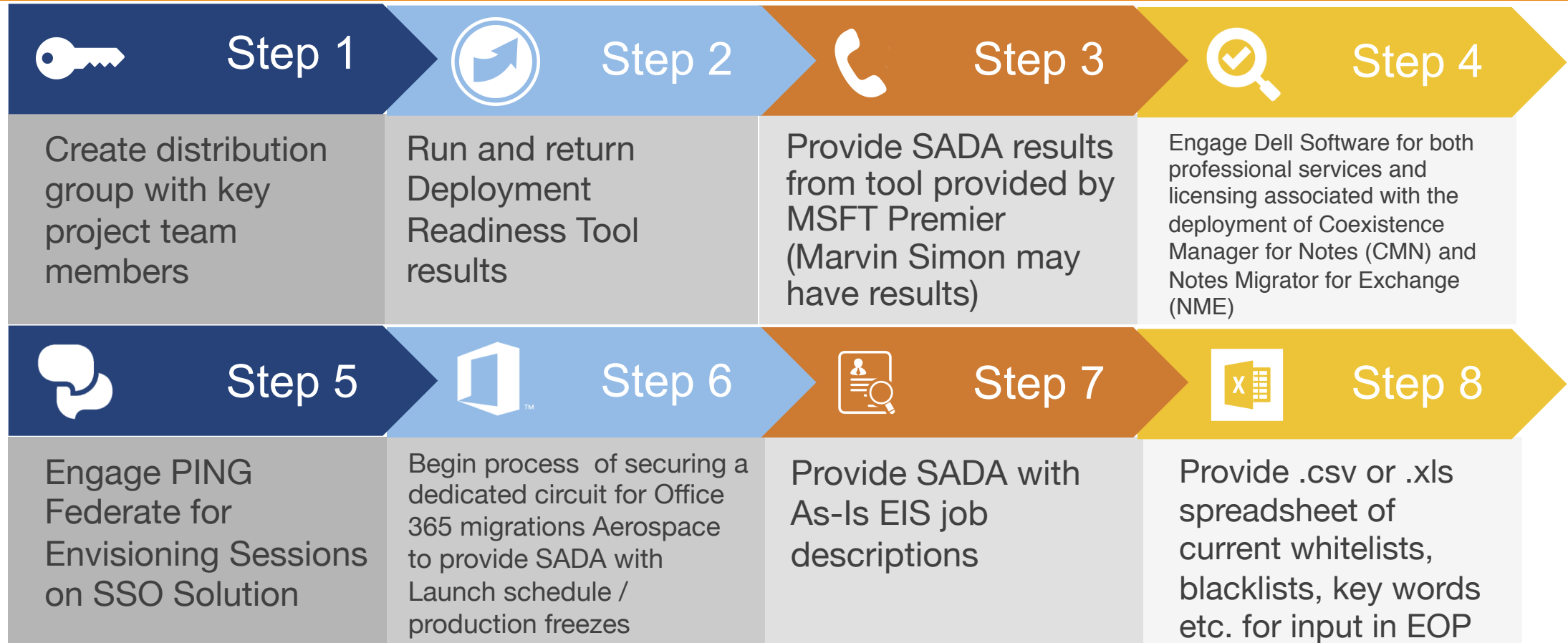
# Next Steps

10 minutes





## Aerospace Next Steps:





# Questions

20 minutes

Thank You  
Again  
Aerospace!

