

Microsoft Office 365



The Story Continues

(Phases II & III)

2/10/2014

Agenda

- Phase I Recap
- Overview - Phases II and III
- General Rollout Plan
- Tools and Support
- Items for Dialogue
- Items of Interest
- Q and A

Phase I - Recap

- After starting in July with DTS, 100% complete as of 12/15/2014
- 11,500 mailboxes migrated (14 migration groups)
- Web Site provided valuable tools, videos and support documents
- Migrations included:
 - Mail store (messages, appointments, contacts)
 - Selected Public Folders
 - Resource mailboxes (conference rooms, etc.)
- Staff and Local IT teams helped a great deal!

Phase I was a great success!

O365 Phases II & III

Scope:

The scope of the Office 365 Phase II project is to further empower County staff by introducing them to specific Office 365 replacements for their current versions (Excel Online, Word Online, PowerPoint Online, Lync, and OneDrive)

Goals:

- Ensure Office 2003 users are ready for Word, Excel, PowerPoint Online
- Provide web site with excellent tools and support documentation
- Complete requested Outlook 2003 PST migrations
- Retire Office 2003 from desktop in 2015
- Educate and get staff using OneDrive

Timing:

- Phase II Launch (2/10/2015) ongoing
- Office 2003 retirement (targeted for 7/1/2015)

Phase II (Excel, Word, PowerPoint, Lync, OneDrive) / **Phase III** (Share Point)
are parallel events

Scope:

SharePoint Online will provide applicable County users with a well – supported collaborative platform, available within or outside the County Network, to replace existing County Intranet web sites and selected web applications, including WebditPro, the Google Mini Search Appliance, and all County SharePoint WSS 3.0 Team Collaboration sites. SharePoint Online will also reduce County file server dependencies, VPN usage, and customized web application requests

Goals:

- Establish SharePoint Online governance plans, policies, and guidelines
- Provide a platform to improve collaboration, communication, and content discovery within and outside the County Government Network to improve work productivity and overall responsiveness
- Provide an environment to enable authorized County Staff to build, test, and deploy Intranet and/or Team Collaboration sites and applications
- Provide consulting, training and support as necessary for County Departments and Agencies to effectively and efficiently use SharePoint Online

Timing:

- Phase III launch Feb 10, 2015
- Replacement of existing Intranets, Department sites - Feb through Dec 2015

Phase II (Excel, Word, PowerPoint, Lync, OneDrive) / **Phase III** (SharePoint Online)
are parallel events

General Rollout Plan

General:

This part of the rollout plan is focused on getting the final documentation ready, briefing the TOMG and review the L3 staff briefing presentation, to finish Phase III governance and be prepared to support the SharePoint implementations.

Final Preparations:

- Planning and preparation
 - Finish / Publish SharePoint Governance Documents
 - L3 finalizes O365 staff briefings
- TOMG (2/10/2015)
 - Phase II and Phase III presentation + dialogue of various items
 - TOMG gets 1st review of L3 staff briefing on 2/26/2015
- Implement new desktop software provisioning rules as of 1/1/2015
 - No Office 2003 on new or replacement machines
- Begin staff events
 - L3 - O365 staff briefings (2x per month)
 - DTS O365 team - Webinars (1-2x per month)

General:

The scope of this part of the rollout program is to begin respective phase activities.

Phase II - Web site & Staff events and Office 2003 retirement activities

Phase III – Replace existing Intranet sites and assisting with replacement Team Sites

Phase II:

- Maximize PST Moves
- Work in early Office 2003 retirements
- Staff Events
 - Continue L3 O365 Briefings (2 -3 x per month)
 - Continue Webinars (2x per month)
- Web Site Support Items
 - Supplement training and support material

Phase III:

- SharePoint Online Governance and Planning Project
- DTS (WMAT) begins the:
 - County Intranet Sites and Applications Conversion Project
 - Retire old Intranets / Implement basic (template driven) replacements
 - County Team Collaboration Site Conversion Project
 - Assist in implementing basic team sites (Templates, directions)

General:

The scope of this portion of the **Phase II** is to finish the migration efforts and move to operational normality. For the **Phase III** all Intranets are implemented and Department WSS 3.0 Team sites are well on their way to being implemented

Phase II:

- Complete required PST Moves
- Complete Office 2003 retirements
- Web Site Support Items (add more reference material)
- Staff Events
 - Continue L3 O365 Briefings (2 -3 x per month)
 - Continue Webinars (1x per month)

Phase III:

- Complete the County Intranet Sites and Applications Conversion Project
- Complete the Team Collaboration Site Conversion Project
- Provide Training & Support for all project phases...
 - Targeted Videos
 - Storyboards
 - Documentation (User guides, etc...)
- Retire old infrastructure (Web Edit Pro, Google Mini Search, Intranet Server, etc.)

Tools and Support

Scope:

The staff events provide venues for the staff to get auditorium style product overviews and to attend regular Webinars to get up to date information and tips for most effective use of the capabilities.

Staff events:

- O365 staff briefings (EOB auditorium, 2 hours)
 - OneDrive, Word, Excel, PowerPoint online
- Scheduled Webinars (1-2 x per month, 90 minutes)
- Special staff briefings (as required)
 - In conjunction with accelerated Office 2003 retirements
 - For SharePoint activities
- Special webinars / meeting streaming (as needed)

Scope:

The web site for Phase II & III is new and focused specifically on the new Phases. Included are storyboards, videos, links to a number of Microsoft reference tools and schedule of staff events.

Web site resources:

- Full web site
 - Story boards (Word, Excel, OneDrive, Lync)
 - Many links to Microsoft tutorials
 - Various help support
 - Staff events schedule
- Link to Phase I reference material

<http://montgomerycountymd.gov/office365/>

Note: The name is the same as the Phase I site for those who may have bookmarked it and so the QSR tags signage still works.

Scope:

A key part of these rollouts is the communications associated with them. There will be a large county wide staff campaign for the Phase II activities and more focused technical staff campaign for Phase III

Communication Plans:

- General Postmaster for launch of Phases II & III
 - Introduction to Phases II & III Web Site and its resources
 - Staff events alerts & OLM for scheduling briefings
 - Special webinars / meeting streaming (as needed)
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- **Phase II Specific**
 - Office 2003 retirement (Office2003 community)
 - Early retirement (Office2003 community)
 - PST reminders
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- **Phase III Specific**
 - General Postmaster for announcing SharePoint governance
 - Message to Business stakeholders (All Departments)
 - Message to existing Intranet & SharePoint Owners

Items and Dialogue

Office 2003 retirement PST effects

Since a key element of Phase II is the retirement of Office 2003 it is important that those staff who need access to their Office 2003 PSTs move them to Office 365 before Office 2003 is retired. Once Office 2003 is retired there is no way staff can access the PSTs in their current location

Centrally performed:

- Currently all PST move requests for Office 2003 are handled centrally
- There is a backlog and it is building
- It takes unpredictable amount of time to move each PST
- There is a great deal of coordination required between DTS and staff

Locally performed:

- Departments set up local facilities (machine with Office 2007 or 2010)
- PSTs are moved to central location
- Desktop is set up for staff person
- They sign on and can then copy the PSTs to Office 365
- Once completed the staff persons ID is wiped and process starts again

Office 2003 retirement message

The County's goal is to eliminate security vulnerabilities posed by Microsoft ending support of Microsoft Office 2003 (and prior Office versions) last April. Therefore, DTS intends to remove Office 2003 and prior versions from all primary Seat PCs and Laptops starting June, 2015. DTS plans to utilize SCCM to automate the removal.

Departments will be responsible for the removal of Office 2003 and prior Office versions from all non-Seat PCs and Laptops not managed by SCCM. Please plan to remove Office 2003 and prior versions from these non-Seat PCs and laptops by June 30, 2015. Beginning in June, 2015, DTS will provide Departments with reports listing PCs that require Office 2003 to be removed manually.

Departments that are running applications or databases that are reliant on Office 2003 or earlier should plan to replace, upgrade or retire these solutions before June, 2015. Please contact Jim Reynolds, DCM Services Manager, at 240-777-2881 or at jim.reynolds@montgomerycountymd.gov, for any questions about DTS's plans for the removal of Microsoft Office 2003 and prior versions.

DTS is preparing a series of training sessions, both in person and online, for the Office 365 web apps to prepare staff that are currently using Office 2003. Departments may also upgrade staff to G3 (which include the most current Office suite for up to 5 devices) at any time.

Office 2003 to be retired by 7/1/15

Office 2003 retirement

One of the key elements of Phase II is the retirement of Office 2003. It is critical as it is out of support and if it fails we are on our own. The plan is by a date certain in 2015 that SCCM will remove Office 2003 from any machines still having it.

Early retirements:

- A number of departments with less than 100 staff still using Office 2003
- Efforts should be made to locate and help these staff to move
- L3 can provide department based O365 briefings to assist
- Would avoid many retirements all at once

Retirements with replacements:

- During 2015 it is expected that 600 desktops will be replaced
- These machines will not have Office 2003 pre-installed
- Engage departments to retire the rest when the machines are replaced.
- L3 can provide department based O365 briefings to assist
- Would avoid many retirements all at once

In cases where staff needs MS Access it will be left on the desktop for now

Intranet Site Replacements / Retirements

A key element of Phase III is the replacement of the existing Intranet Sites with SharePoint Online and the retirement of its obsolete infrastructure

DTS (WMAT) implements and supports a new Intranet using SharePoint Online:

- A new County SharePoint Online Responsive Intranet Site with branding (<http://mcgov.sharepoint.com/sites/mcg>) will be designed, built, and supported in accordance with applicable governance policies and standards to replace the existing County Intranet web sites and selected web applications
- DTS WMAT will work with applicable County Departments and Agencies as necessary to obtain and clarify requirements and business processes in order to design, build, and support their SharePoint Online Intranet Sites and sub-sites in accordance with the SharePoint Online Site Design Guide
- Some existing Intranet sites may be retired or moved
 - A number of sites may no longer be used or sponsored
 - Some sites or web applications may be moved to the Internet
 - A site that is retired can be re-created at a later date

SharePoint WSS 3.0 Department Team Site Replacements/Retirements

One of the key elements of Phase III is the replacement of the existing SharePoint WSS 3.0 team sites and the retirement of its infrastructure.

DTS (WMAT) team re-implements their SharePoint Team site with SharePoint 2013:

- DTS will lead and work in partnership with County Departments and Agencies to obtain and clarify business requirements and processes necessary to design, build, and support new and responsive SharePoint Online sites (<http://mcgov.sharepoint.org/sites/<department/project-name>>) to replace existing WSS 3.0 SharePoint Team Sites
- Some existing Team sites may be retired or moved
 - A number of sites that may no longer be used or sponsored
 - Some team sites may be moved to the SharePoint Intranet Site
 - A site that is retired can be re-created at a later date

Items of interest

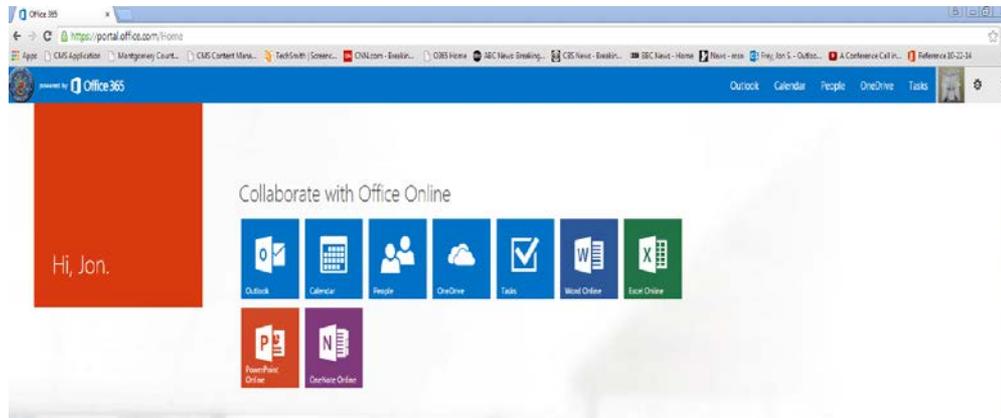
Microsoft changing OWA display to icon based

When the replacement of the existing OWA interface occurs the icons representing the various applications will all be available on the home display

Currently in OWA the display uses Tabs. Launching applications is cumbersome



New look will have icons in the menu bar instead of tabs



Take Away's

Phases II & III begin today 2/10/2015

The planning is over, the products are here, so now we need to help the staff get used to how they operate in the new Office 365 world.

The Phases II & III Web Site is operational

- Lots of documentation
- Schedule / Attend staff events

The Clock has started on Office 2003 retirement

- 7/1/2015 (days)
- Try to retire early, we can assist with training

The replacement intranets and team sites will move as quickly as possible

- Existing abandon sites will be deleted
- Intranets replaced first but quickly followed by team sites

The environment continues to evolve and become better

- Because Microsoft has Google to worry about Office 365 will improve
- Online versions will always differ from desktop versions

Q & A