



**Office 365 Project
Status Report
through May 18, 2012**

Project Manager:	Carol Gravatt
Project Directors:	Bob Micielli, DNR & Dave Kirk, OCIO
Project Description/Objectives:	The purpose of this project is to establish an enterprise solution for the state of Washington for desktop business applications that will maximize functionality, increase productivity, and provide greater value to our business organizations at a lower cost and with a high level of security and availability.
Project Schedule:	3/2/2012 – 12/31/2012 (Business Case Go / No Go Decision 5/31/2012)
Project Budget:	To be determined

Planned Cost	Actual Cost to Date	% of Budget Spent	% of Work Complete
TBD			

Meeting or exceeding all due dates, no outstanding issues slowing progress.	X	Meeting most due dates, some outstanding issues slowing progress.	Meeting few due dates, outstanding issues stopping progress.
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Summary of Status: Evaluation lab setup complete so remainder of requirements can be tested. All product teams have had Microsoft resources attend team meetings to answer questions. Sprint 2 in progress, scheduled to complete 5/23. Extended evaluation period two more weeks. Business case scheduled to be delivered 6/15. CTS staff engaged and will continue to secure Microsoft resources to answer questions and resolve outstanding evaluation issues.

Yes	No	Overall Status Indicators
X		Will the project be completed on time?
X		Will the project be completed within budget?
X		Are scope change requests being managed successfully?
X		Are project issues being addressed successfully?
X		Are project risks being successfully mitigated?

Explanation of items above checked No:

Accomplishments this period (through 5/18/2012):

- Complete approval of project charter
- Completed setup of online archiving POC
- Completed coordination of CTS resources for business case tasks
- Complete CTS review of bandwidth testing tools
- Completed setup of delegated administration in evaluation lab
- Began Sprint 2 evaluation
- Completed first round of Microsoft Q&A with product teams
- Completed review and assigned outstanding test issues

- Completed autonomous agency technical sessions for input to business case

Planned accomplishments next period (5/21/2012 – 5/25/2012):

- Complete business requirements gap analysis Sprint 2
- Complete first draft of summary report for business case
- Start final business requirements gap analysis Sprint 3
- Complete IPMA presentation
- Complete first Office 365 steering committee meeting
- Schedule session for administrator Q&A with Microsoft
- Resolve outstanding show stopper test issues
- Start mobile device evaluation

Issues/Decisions Needed/Action Items: