

IT ADVISORY GROUP MEETING

January 23, 2006



TODAY'S AGENDA

- MANAGED DESKTOP INITIATIVE
- ACTIVE DIRECTORY
- OUTLOOK IMPLEMENTATION
- OUTLOOK USER TRAINING
- IMMEDIATE NEXT STEPS
- IDENTIFY FOLLOW UP ISSUES AND RESOLVE
- FUTURE FUNDING MODEL
- ELECTRONIC INFORMATION SECURITY POLICY

MANAGED DESKTOP DEFINITION

- STANDARD CONFIGURATION
- CENTRALIZED BACKUP
- CONSISTENT APPROACH TO PATCH MANAGEMENT
- VERIFICATION OF SYSTEM PATCHES AND UPDATES
- IDENTIFICATION OF VULNERABLE MACHINES



MANAGED DESKTOP INITIATIVE

- 98% OF DESKTOPS/LAPTOPS HAVE BEEN REIMAGED. REMAINDER TO BE COMPLETED ONCE NEW MACHINES ARRIVE
- CONCERN REGARDING CUSTOM IMAGES MUST BE TESTED PRIOR TO PUSHING PATCHES. DO WE HAVE ALL OF THEM?
- NEED TO ASSESS FREQUENCY OF IMAGE UPDATES – LIKELY TWICE A YEAR



ACTIVE DIRECTORY (AD) PROJECT OBJECTIVES

- ESTABLISH A CENTRALIZED, MANAGED AD REQUIRED IN AN EXCHANGE ENVIRONMENT
- AUTOMATED PATCH MANAGEMENT
- ANTI VIRUS PROTECTION



ACTIVE DIRECTORY (AD) PROJECT MILESTONES

- STAFF THE PROJECT – COMPLETED
- ESTABLISH CENTRALIZED AD – COMPLETED
- ESTABLISH BOTH LAB AND PRODUCTION ENVIRONMENTS – COMPLETED
- TEST LAB AND PRODUCTION ENVIRONMENTS AND MIGRATION TOOLS – COMPLETED
- REVIEW MIGRATION PLAN WITH DEPARTMENTAL IT STAFF – COMPLETED
- COMMENCE THE MIGRATION – IN PROGRESS



ACTIVE DIRECTORY (AD) PROJECT MILESTONES


- FACILITIES 1/17/06 - 1/23/06
- TREASURER'S OFFICE 1/12/06 – 1/23/06
- STUDENT AFFAIRS 1/24/06 - 1/30/06
- UNIVERSITY AFFAIRS 1/31/06 - 2/1/06
- GENERAL COUNSEL 2/2/06 - 2/8/06
- HR/BENEFITS 1/6/06 - 2/23/06
- ACADEMIC AFFAIRS 2/24/06 - 3/31/06
- OFFICE OF TECH TRANSFER IN PROGRESS



OUTLOOK MIGRATION PROJECT OBJECTIVES

- UPDATE CURRENT E-MAIL AND CALENDAR SYSTEMS TO A SINGLE, CENTRALLY MANAGED ENVIRONMENT
- PROVIDE THE ABILITY TO RESERVE CONFERENCE ROOMS ALONG WITH THE ADDED CONVENIENCE OF E-MAIL NOTIFICATIONS **
- PROVIDE USERS WITH SECURE, REMOTE ACCESS TO E-MAIL VIA OWA (OUTLOOK WEB ACCESS)
- PROVIDE A SCALABLE, COHERENT PLATFORM WHICH ALLOWS SINGLE SIGN ON FOR MAIL, CALENDAR AND CONFERENCE ROOMS**
- PROVIDE RELIABLE SUPPORT FOR A GROWING NUMBER OF BLACKBERRY AND TREQ USERS.

OUTLOOK PROJECT MILESTONES

- STAFF THE PROJECT - COMPLETED
 - ESTABLISH LAB AND PRODUCTION ENVIRONMENTS FOR EXCHANGE – COMPLETED
 - INTERNAL TESTING – IN PROGRESS
 - CALENDAR TESTING – SIMPLER WEBB, IN PROGRESS
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OUTLOOK PROJECT MILESTONES

- PILOT TESTING 2/27/06 – 3/31/06
- REVIEW PILOT (QA) 4/3/06 – 4/7/06
- E-MAIL MIGRATION 4/10/06 – 7/28/06
- CALENDAR MIGRATION 7/31/06 - 8/4/06
- PROJECT CLOSE OUT 8/7/06 – 8/11/06



APPROACH TO E-MAIL MIGRATION

- IDENTIFY AND MIGRATE 500 USERS IN A PHASED APPROACH EVERY 4 WEEKS
- MAINTAIN EUDORA ON THE CLIENT FOR HISTORICAL PURPOSES – NO RECEIVE/SEND FUNCTIONALITY
- THE PROJECT TEAM DOES NOT INTEND TO MIGRATE EUDORA MAIL TO OUTLOOK FOR DEPARTMENTS.



APPROACH TO E-MAIL MIGRATION

- USER INSTRUCTIONS FOR MIGRATING EUDORA TO OUTLOOK WILL BE PROVIDED
- AUTOMATED MIGRATION TOOL (TRANSEND) AVAILABLE BUT COSTLY
- MIGRATION WILL INCLUDE CONTACTS, FOLDERS AND MAIL
- MAILBOX SIZE LIMITED TO 150MB

APPROACH TO CALENDAR CONVERSION

- CALENDAR CONVERSION WILL BE THE LAST PHASE OF PROJECT
- ALL USERS WILL BE CONVERTED AT THE SAME TIME
- ALL CORPORATE TIME DATA WILL BE CONVERTED
- THE IMPLEMENTATION WILL BE OUTSOURCED TO SIMPLER-WEBB



TRAINING APPROACH

- TRAINING MANUALS
- QUICK REFERENCE GUIDES
- TRAIN THE TRAINERS: PC COORDINATORS AND EXECUTIVE ASSISTANTS
- PC COORDINATORS TO TRAIN THEIR DEPARTMENTS
- AS AN OPTION DEPARTMENTS MAY ENGAGE LEARN-IT FOR ON SITE TRAINING



NEXT STEPS

- BEGIN TO MORE BROADLY COMMUNICATE PROGRESS
- SCHEDULE DEPARTMENTAL MEETINGS
- IDENTIFY DEPARTMENTS TO BE MIGRATED
- PROVIDE UPDATES VIA THE IR&C WEB SITE



FUTURE FUNDING MODEL

- NEW FEATURES AND CAPABILITY
- ENHANCED SECURITY
- INCREASED COMPLEXITY
- INCREASED COST
- EXPLORATION OF FUNDING MODELS
 - CENTRAL FUNDING
 - RECHARGE: KNOWLEDGE WORKER



IT Security Policy

- “PROTECTION OF INFORMATION ASSETS”
ADDED TO EXISTING POLICY
 - DEPARTMENTS IDENTIFY WHO IS RESPONSIBLE FOR IT SECURITY
 - ASSESS DEPARTMENTAL ENVIRONMENT – RESOURCES AND TYPE OF INFORMATION
 - IDENTIFY APPROPRIATE MEASURES
- EFFECTIVE MARCH 1, 2006

