

ITPC-0539
SHAREPOINT 2016 UPGRADE

**KICK-OFF MEETING
NOVEMBER 1, 2016**

AGENDA

- Project Overview
- Scope & High-Level Tasks
- Project Processes
- Impact, Dependencies, and Assumptions
- Risks & Issues
- Project Team
- Budget & Schedule

PROJECT OVERVIEW

This project will upgrade our SharePoint Shared Service Environments with the latest software and features.

Expected benefits:

- *Provide increased functionality to UA and Campus SharePoint users*
- *Allow for better integration with Office 365/OneDrive services in use by the campuses*

These SharePoint environments are part of the enterprise shared service to the university

(<http://web.uillinois.edu/sharepoint>)

PROJECT GOALS

- Build SharePoint 2016 farms in Development, Test, and Production environments
- Upgrade SharePoint 2013 Production databases to SharePoint 2016 Test farms
- Keep the same URL for SP 2016 (intranet.uillinois.edu)
 - ▶ The SP 2013 site will be called old.intranet.uillinois.edu
- SharePoint 2016 upgrade methodology
 - ▶ Upgrade service databases to SP2016
 - ▶ Upgrade ALL site collections to SP2016
- SharePoint 2013 will be decommissioned 6 months after SP2016 goes live

PROJECT SCOPE

In Scope

- All existing SharePoint 2013 farm environments will be upgraded to SP 2016
- All existing SharePoint 2013 site collections on the Shared Service will be upgraded to SP 2016
- Decommissioning of all SharePoint 2013 environments 6 months after SP 2016 goes live
- Implementing new servers for SharePoint 2016 environments (Development, Test and Production)

Out of Scope

- No new functionalities other than default SharePoint 2016 enhancements
- Extranet project

HIGH-LEVEL TASKS

- Develop project plan
- Deployment Activities
 - Start engaging Deployment team
 - Develop a roll-out plan
- Alpha Testing (Development environment)
 - Review alpha results and resolve issues
- Dress Rehearsal 1 Testing (Test environment)
 - DR1 completes
 - Review DR1 results and resolve issues
- Dress Rehearsal 2 Testing (Test environment)
 - DR2 completes
 - Review DR2 results
- Production GO LIVE
- Decommission SharePoint 2013 farm

SITE COLLECTION ADMINISTRATOR (SCA) ROLE

Testing

- Test all site collections in SP 2016 Test
- Report issues to SP2016 discussion board
- Provide time for department testing
- Ensure issues resulted from testing are resolved

How to look for help

- Post your questions to [SP2016 Discussion Board](#)

PROJECT PROCESSES

- Weekly Operation Team Meetings
 - Review project status, action items, issues, risks, decisions
- Communicate project updates to Site Collection Administrators
- SharePoint for document collaboration
- Change of scope will be considered according to process in the Project Charter
- Issues/Risks/Decisions reviewed in project status meetings

IMPACTS, DEPENDENCIES, ASSUMPTIONS

Impact:

- SharePoint 2016 environment will work with Microsoft Office 365/One Drive features. Site administrators will be able to utilize other Microsoft Office products within their sites such as MS Project, MS Access, etc.
- **Dependencies: None**

Assumptions:

- Since Shared Service SharePoint environment is already in place, the assumptions are that all current business processes using SharePoint will continue to work as before and new features will be available as needed.
- New servers are acquired and tested for the project implementation
- Tasks will be prioritized by the team, and project team resources are available to work on this project

RISKS

- This project requires acquisition of multiple servers for the environments upgrade. We can't upgrade if we don't have the servers.
 - We mitigate this risk by proactively requesting funding to acquire the servers.
- Due to the number of site collections and their variances, the upgrade is complex.
 - We mitigate this risk by planning for high quality testing in non-production environments.
 - Provide time for department testing.

PROJECT TEAM

Role/Participant	Responsibility
Nyle Bolliger, Brian Schoude	Director of SharePoint Shared Service provides overall project oversight and approval of deliverables
SharePoint Shared Service Advisory Group	Provide consultation on project deliverables
Brad Horn, Larry Gibson, Hussain Zaidi	Conduct technical planning, upgrade installations, and systems testing
Pawel Czarnota, Amanda Hemming	Provide functional analysis and testing, serve as the main liaisons with end-users
Database Administrator (DBA)	Conduct Database provisioning and configuration
CRM	Communicate preparation information to Site Collection Administrators
QAs	Conduct vulnerability, load, and accessibility testing
Windows Administrators	Server provisioning
Deployment	Implement the upgrade to production environments
Security	Provide security assessment and sign-off
Noni Ledford	Provide project management oversight to ensure project deliverables meet the requirements.

ESTIMATED EFFORT

Effort	Participant	Hours of effort
SharePoint Administration	Brad Horn, Larry Gibson, Hussain Zaidi	500 hours
Deployment	Darin Lahners	40 hours
Functional Testing	Pawel, Amanda, Power Users, Site Collection Admins	460 hours
Database provisioning	Alan Schuele	100 hours
Communication	Mark Pollard	40 hours
Testing	QA	200 hours
Windows Administration	Marty McLain	40 hours
Project Management	Noni Ledford	120 hours
Post-deployment support	Brad Horn, Larry Gibson, Hussain Zaidi	100 hours
	TOTAL	1600 hours

PROPOSED SCHEDULE



NEXT STEPS

- Start Planning phase
 - Build Development environment
 - Develop roll-out plan
 - Develop project plan and communication plan



Questions?

Comments?

Concerns?