



<https://office365.delaware.gov/timeline/>

Q1-2020

- Continue Phase One Agency Onboarding
- Phase Two Onboarding
 - OneDrive for Business (DTI Pilot)
 - SharePoint Online (SPO) Migration for SharePoint 2010 End-of-Life Cases

Project Office 365 Update 2020 Quarter 1 (January - March)

O365 PHASE ONE – AGENCY MIGRATION PROGRESS

The O365 project team has completed onboarding twenty-seven State of Delaware Agencies or Agency Divisions! To avoid workday interruptions, the project team completes Cisco Voicemail, Office ProPlus, and Exchange Online transition tasks on weekends. During February and March alone, DTI technical staff migrated over 5,000 state employees! We have nearly completed Phase One Agency Onboarding:

Completed	
Dept of Technology and Information	Office of the State Treasurer
Office of Defense Services	Dept of Agriculture
Dept of Labor	Dept of Elections
Division of Accounting	Legislative Hall
State Lottery Office	DELJIS
Governor's Advisory Council for Exceptional Citizens	Lt. Governors Office
Dept of Safety and Homeland Security - DEMA	CJC
Office of Management and Budget	Dept of Human Resources
Dept of Justice	Dept of Safety & Homeland Security - ADMIN
Dept of Insurance	Governors Office
PHRST	DE State Police - Executive Protection Unit
Dept of Finance	Pensions
Dept of Health and Social Service	DNREC
Department of State (most Divisions)	

In Transition (Scheduled Completion Date)	Agency/Division To be Scheduled
Delaware Department of Transportation (most Divisions 03/08/2020)	Department of Services for Children, Youth and their Families
Fire Services (03/08/2020)	DOS - Professional Regulation
Auditors Office (03/08/2020)	DOS - Veterans Home
DOS - Corporation (04/26/2020)	Department of Correction
	DeIDOT - Division Motor Vehicles
	DSHS - State Police
	Office of the Courts

O365 Phase One began back in Q1 2019 (February) and we continue to work towards having this phase completed by the end of Q2 2020 (June). Completing this Phase on time is important: we need a comprehensive record of Office365 licenses for the "true up" process that will take place in Q3 2020.

DTI PILOTS ONEDRIVE FOR BUSINESS:

OneDrive for Business was enabled on January 27th for the DTI Early Adopter Group, and on February 10th for the rest of DTI. The use of OneDrive is not currently mandatory. When you choose to use OneDrive, it does not replace any of your current folders or drives; it simply syncs your Desktop, Documents, and Pictures folders and files to [OneDrive - STATE OF DELAWARE](#).

The benefit of using OneDrive is it provides an efficient way to share or collaborate with others on documents.

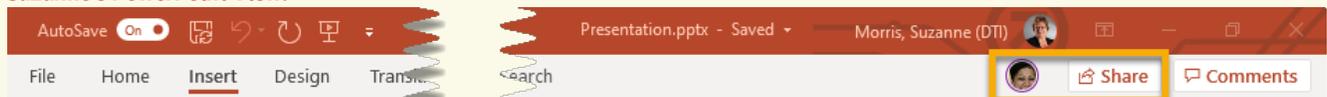
Sharing Files

Currently to share or collaborate on a document, you attach a document to an email and send to one or more colleagues for review. In return, you may get one document with track changes on it and another named version 2, or one with the reviewer's initials added to the end of file name. This email-editing process often yields multiple different versions of the original document that have to be combined and resent for multiple rounds of review. Document sharing with OneDrive puts you back in control and streamlines the cycles. Simply create and save a document in your OneDrive. To solicit reviews and edits, you can now share it via a smart attachment hyperlink in an email to your colleagues. You control whether the colleagues can edit or simply view the document when you create the hyperlink for it on your OneDrive. All viewers and editors are accessing the same document and can see each others changes and comments in near real time.. This process is ideal for a handful of reviewer/editors. It isn't as ideal for a large (more than 3 or 4) group collaboration. In that case, creating a document and storing it in a mutually accessible network location, or dividing a large group into smaller reviewing groups, may be a better choice.

Real-time Collaboration:

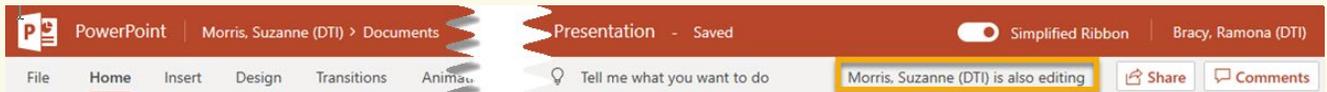
Suzanne is sharing her PowerPoint presentation in real-time with Ramona.

Suzanne's PowerPoint View:



The presence of Ramona's picture/icon on the right side of the PowerPoint menu bar indicates to Suzanne that Ramona is online and viewing the presentation. And, since Suzanne gave Ramona edit rights, Ramona can edit the presentation. Suzanne can see the changes to the PowerPoint as Ramona makes them, and vice versa! Real-time Collaboration!

Ramona's PowerPoint View:



When OneDrive is fully enabled to all State of Delaware, employees will be able to save, share, and collaborate across agencies that are part of Delaware's Office365 tenant.

We will begin enabling agency users upon request! If your agency is interested in having OneDrive enabled, have your Agency IRM contact your [Customer Engagement Specialist](#).

BOOKMARK MICROSOFT TRAINING RESOURCES!

There is a wealth of Microsoft training resources available to staff. Utilize all of these resources!

<https://office365.delaware.gov/office-365-applications/>
<https://office365.delaware.gov/office-365-applications/office-365-training-references/>
<https://support.office.com/en-us/office-training-center>

Additionally, once staff migrates to O365, they will have access to Microsoft 365 Learning Pathways. This customized training portal is accessible only within the State of Delaware network.

<https://stateofdelaware.sharepoint.com/sites/LearnOffice365/>

SHAREPOINT ONLINE (SPO)

Microsoft's support of SharePoint Server 2010 (SP2010) will end on October 13, 2020. In December 2019, DTI conducted a SP2010 usage survey. Results showed that although we have many agencies using SharePoint, only seven (7) use SP2010 and will need to transition off of it. DTI just recently initiated a project to migrate SharePoint content from DTI's on-premise instance of SP2010 to SPO. This project will help to establish the process and best practices for migrating other SP2010 instances.

POWER BI – DATA ANALYTIC SURVEY SENT IN JUNE 2019

This past June (2019), agency IRMs were surveyed to collect information about agency use or interest in data analytics, i.e. Power BI. As a result, four (4) agencies have begun to use Power BI (DNREC, DHSS, DOS Libraries and CJC SAC). DTI continues to provide Power BI demos to show agencies what this new tool can accomplish. And, Delaware now has a Power BI User Group, formed to focus on sharing ideas and strategies for visualizing the State's data. If you are interested in either a demo or joining the Power BI User Group, email DTI_DM_BI@delaware.gov.

WHAT'S NEXT...

In Q2 2020, the project team will finalize Phase One of Agency onboarding and ramp-up OneDrive for Business and SharePoint Online migration. Additionally, once Phase One is completed, a greater focus will be placed on developing the Governance Team. Take a few minutes to review the [Office365.delaware.gov](https://office365.delaware.gov) Timeline page on the website.

Please share this information with your agency staff. For convenience, this update will be posted to <https://office365.delaware.gov/message-center/>. Send any questions or concerns regarding the Office 365 project to Project_o365@delaware.gov.

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