

## Office 365 Office OneDrive and Skype for Business Rollout

Schedule	Agency Tasks	Due Date	DAS Tasks
<b>Pre-Pilot or Pre-Rollout</b>	Complete Office Online/Office ProPlus 2013 or 2016 deployment (to use OneDrive for Business).	By Pilot or Rollout	Setup security groups for each LOB wave for OneDrive rollout
	Install Lync/Skype 2013 or 2016 client.	By Pilot or Rollout	
<b>Week 1 Preparation</b>	<p>Confirm service(s) and timing, reply to DAS            Identify pilot users</p> <p>Send pilot user names, SOUIDS to CSC            License, enable OneDrive pilot users in FIM Portal            Develop training and communication as needed            Communicate service(s) rollout date to users</p>		<p>Request confirmation - service(s) and timing (via email)            Adjust schedule as needed            Forward pilot requests to Exchange (Skype) or Identity (OneDrive)            Validate OneDrive pilot user license setup            Add pilot user accounts to OneDrive            Migrate and license Skype pilot users            Resolve, or escalate concerns (as needed)            Change management - submit Change Requests (for rollout)</p> <p>Update, deliver or post management reports            Management Reporting</p>
<b>Week 2 and 3 Pilot</b>	<p>Test features/functions as needed            Report any concerns, questions, issues to CSC</p> <p>Validate and begin training            Send reminder to users regarding rollout date            Communication to users (at agency discretion)</p>		<p>License and enable remaining OneDrive users            Add users to OneDrive</p>
<b>Week 4 Rollout (Service available Tuesday)</b>	<p>Complete training and final communication</p> <p>Begin using service(s) when ready</p>		<p>Move security group to dynamic group</p> <p>Monday of rollout week - migrate remaining Lync accounts/create Skype accounts            Management reporting</p>