

Agency Pre-Migration Planning Checklist

This document will be reviewed during the Migration "Go" meeting between the ICS Technical Team and the agency.

"Agency Name" ICS Migration Planning

AGENCY BRIEFING AND PROJECT OVERVIEW COMPLETE

- Initial Agency Meeting Conducted – (ICS Agency Readiness Lead)
- Welcome Packet provided – (ICS Agency Readiness Lead)
- Agency has been provided training materials to assist users with pre and post conversion changes – (ICS Agency Readiness Lead)
- All users have been notified and provided the Briefing Sheet – (Agency PM)
- Notify users of the CMP website and documents – (Agency PM)
- Service Agreement reviewed and signed – (ICS Agency Readiness Lead, Agency PM)
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PROJECT MANAGEMENT PLAN

- Agency Project Manager Assigned – (Agency Executive Sponsor)
- Assign function leads for servers, network, applications, resources, business etc – (Agency PM)
- Schedule bi-weekly project team meetings – (Agency PM)
- Complete a work plan – (Agency PM)
- Develop project schedule – (Agency PM and ICS PM)
- Identify and document agency preference for their default address List (Global or Agency) – (ICS Agency Readiness Lead)
- Define test migration group (5-10 users who will test to ensure system is working prior to migrating all users) – (Agency PM)
- Create Agency Issue/Decision Log – (Agency PM)

AGENCY BUSINESS ASSESSMENT COMPLETE

- Compare new ICS policies and procedures to existing agency policies and document needed changes – (ICS Agency Readiness Lead, Agency PM)

AGENCY TECHNICAL ASSESSMENT COMPLETE

- Document all remediation activities and solutions on work plan – (ICS Agency Readiness Lead)

AGENCY BUSINESS PRE-MIGRATION TASKS COMPLETED

- Service Desk Procedures have been reviewed by agency and OCIO Service Desk Staff – (ICS Agency Readiness Lead)
- User "Congratulations" you've been migrated to ICS email text has been updated to address agency specific issues – (ICS Agency Readiness Lead)
- Change Mgt procedures have been reviewed with the agency and OCIO staff – (ICS Agency Readiness Lead)



Certification of Agency Readiness

Agency Name _____

This certification signifies that the Department of Administration and the above named agency have completed all of the activities necessary to migrate to the State of Idaho Consolidated Messaging System.

Agency Profile	
<input type="checkbox"/>	Agency Readiness Assessment conducted
<input type="checkbox"/>	All items on the agency work plan are completed
<input type="checkbox"/>	Agency has made required changes to e-mail address'
<input type="checkbox"/>	Email address alias' have been set-up as necessary
<input type="checkbox"/>	Old email address have been forwarded
Environment	
<input type="checkbox"/>	All Agency Pre-Migration tasks have been completed and certified per the Agency Pre-Migration Checklist Document
Training	
<input type="checkbox"/>	Agency has been provided training materials to assist users with pre and post conversion changes
<input type="checkbox"/>	Agency has been provided the training/resources need to reduce user mailbox sizes below 200 MB
Policies & Procedures	
<input type="checkbox"/>	Agency has been provided a copy of ICS policies
Support	
<input type="checkbox"/>	Service Agreement has been discussed and signed
<input type="checkbox"/>	Agency management and users are clear on lines of communication should issues arise pre/post conversion
Conversion	
<input type="checkbox"/>	Agency conversion has been tested
<input type="checkbox"/>	Confidentiality statements signed (if necessary)
<input type="checkbox"/>	Agency roll back plan is in place
<input type="checkbox"/>	Business and Technical "lessons learned" are documented

Representative Signatures:

ICS: _____

Date: _____

Agency: _____

Date: _____