Executive Sponsor Summary

|  |  |
| --- | --- |
| ***Program Name***  **Digital Collaboration – Office 365** | ***Program Sponsor(s)***  **Tom Rice** |
| Funding Limit  **See business case** | ***Anticipated Start / End Date***  **February 1, 2016 / December 31, 2017** |

|  |
| --- |
| ***Program Description*** |
| *Describe the "What" you're going to do*  This program will establish Ameren's enterprise collaboration foundation for the "Digital Employee" as driven by the IT/Digital Strategy. This foundation will empower employees with the right information needed to work safely, effectively, and efficiently, anytime and anywhere. |

|  |
| --- |
| ***Program Approach*** |
| *Describe the method, technique, or manner in which this strategic effort will move toward the desired business outcome.*   * An Information Management framework will be created and put into use prior to or concurrently with O365 migration * The O365 solution will be created to allow all new employees and consultants to begin use effective Q4 2016 * Information migration will be initially limited to personal and team content only (H: Drives, G: Drives, & Email)   + H: Drive will be migrated to OneDrive for Business   + G: Drives will be migrated to a Team SharePoint site * Automated information migration will be initially limited to active content only; active content is defined as being accessed or created within the last 6 month * Information classified as inactive will be maintained but place in a "read" only state * Existing employees will begin migration of Email, personal content, and team content no later than January 2017, with a goal of finishing migration by YE-2017 |

|  |
| --- |
| ***Program Objectives*** |
| *The prgram objective consists of the business benefits/reason why you are doing the program. These objectives should be measureable and easily understood.*  *Examples :*   * *Deliver integrated collaboration capabilities that empower employees to easily share information with others inside and outside the company in an effective, efficient, and secure manner.* * *Enable enterprise-wide social collaboration for employees that facilitates knowledge sharing through interactive, two-way communication capabilities.* * *Deliver a simple, flexible, and lightweight information management approach that will reduce risk, protect privacy, and facilitate easy access to content on any device for Ameren’s workforce.* * *Enable rapid delivery of Office 365 collaboration services through modern cloud technologies that reduces the burden of on our premise Microsoft technology “debt” and obsolescence.* |

|  |
| --- |
| **IT Strategic Alignment** |
| *This section should explain how this program aligns with the IT strategy, such as reducing Tech Debt, future technical direction, etc.*   * *This program aligns with the IT/Digital Strategy and supports of the vision of empowering the future "Digital Employee".* * *This program aligns with the guiding principles of reducing technology obsolescence and technical debt by leveraging rapid delivery capabilities of the cloud.* |

|  |
| --- |
| **Program Scope** |
| *In this section, define what is within the boundaries of the program. Examples of areas that could be examined are data, processes, applications, or business areas.*  **In Scope:**  Foundational On Premise "No Regrets" investments   * Skype for Business on premise upgrade (successor to Lync 2013) * Exchange 2013 on premise upgrade (remediation for Exchange 2007) * SharePoint 2013 on premise Hybrid mode implementation (prepares for Enterprise Search)   + Enterprise Content Discovery (using SharePoint 2013 Enterprise Search) * Office 2016 Self-Service   + Office Telemetry (gain insights to Office document usage patterns)   Information Management Lifecycle Framework   * Governance framework * Information rights management and policies * Data retention lifecycle   Identity and Access Management   * On premise Active Directory remediation * Identify federation to Azure Active Directory with PingFederate * Directory synchronization with Azure AD Connect   Early Adopters implementation of Office 365 collaboration capabilities:   * Yammer * Office 365 Video * OneDrive for Business (H:\ drives) * SharePoint Online for Teams/Workgroups   + Enterprise Federated Search (cloud & on premise combined)   + Office 365 Delve (content personalization through search & discovery) * Project Online (IT PMO)   **Out of Scope:**   * Enterprise content migration (planned for 2018 and beyond) |

|  |
| --- |
| ***Program Constraints*** |
| *A restriction or limitation that could impact the program, such as an* ***external*** *factor that affects the performance (schedule, cost, scope) of the program.*  *Examples:*   * *Establishment and "buy-in" of and Information Lifecycle Management framework that strikes the right balance between ease of use for business users and information privacy and protection for Ameren* * *Determination of the appropriate Information Rights Management and Information Security Policies to apply for enterprise collaboration capabilities in the Office 365 cloud* * *Segmentation of business users to help better understand Office usage patterns and requirements, in order to drive the most cost-effective licensing of Office 365 cloud capabilities (E3 vs. E1 vs. K1, etc.)* * *Identity and access management is a prerequisite for the project, must be in place to support the development, implementation, and testing of Information Management policies.* |

|  |
| --- |
| ***Key Questions*** |
| * What email security capabilities will be required for sand boxing, spam, and phishing protection? * What content cannot be allowed to exist offsite? * Are there any security requirements that necessitate Office 365 Advanced Security capabilities? |

|  |
| --- |
| ***Program Critical Success Factors*** |
| *The success criteria state the quality and specifics about how the objectives are met. The success criteria should be revisited throughout the program life cycle to ensure that the program is on track to meet the objectives.*  *Static Success Factors:*   1. *Information architecture was established and in use for Office 365 components* 2. *Office 365 Yammer and Office 365 Video capabilities were successfully deployed* 3. *Provisioning of Office 365 began for all new employees (email, calendaring, collaboration)* 4. *Project Financials were appropriately managed*  |  |  |  |  | | --- | --- | --- | --- | | *Success Factors* | *Below Expectations* | *Achieves Expectations* | *Exceeds Expectation* | | *Success Factor #1* | *Did not occur prior to Nov 15* | *Q4 2016* | *Q3 2016* | | *Success Factor #2* | *Did not occur prior to Nov 15* | *Q4 2016* | *Q3 2016* | | *Success Factor #3* | *Did not occur prior to Nov 15* | *Q4 2016* | *Q3 2016* | | *Success Factor #4* | *+/- 8%* | *+/- 5%* | *+/- 2 %* | |

|  |
| --- |
| ***Program Evaluation Rating*** |
| *This contains the questions that will be represented on the satisfaction survey at the end of the program.*   |  |  | | --- | --- | | *Program completed by required deadline?* | *YES NO* | | *How well were the project critical success factors achieved (See above)?* |  | |  |  | |  |  | |  |  | |  |  |   **| | |**  **0** -- **no payout** -- **50 100 150**  **Below Expectation Achieves Expectations Exceeds Expectation** |

APPROVAL:

|  |  |
| --- | --- |
| Approved By | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Tom Rice**  Sr. Director, Cybersecurity and Planning | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Approved By | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Business Sponsor\* - Title | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Note: Not required for IT internal projects

This Document should be used for project initiation and survey completion