

Portal Steering Committee
Minutes
11/1/06

Present: Daniel Birmajer, Colleen Brennan-Barry, Greg Dec, David Drollette, Kerry Gotham, Mary Heid, Heather LaGoy, Olga Lapczak, Michael McGwin, Daniel Norton, Alison Teeter, Fran Zablocki

IPS Review. Olga reviewed the progress from the Implementation Planning Sessions of 10/19/06 and 10/20/06. Of highest concern at that time was our lack of knowledge about the e-mail application, Zimbra, and how we will manage the cut-over and roll-out.

Zimbra Reactions. Everyone that expressed an opinion is satisfied that the Zimbra Collaboration Suite will meet our needs. There is a universal concern for the expected resistance to change and how we might address that. Some tactics were discussed that might smooth the transition; stating the problems with our current system that need to be addressed (speed), Unicon's support structure (24/7 hardware) may be a selling point, but that needs to be clarified. Training is critical and needs to be tailored to many different levels of users as well as targeting the different functions such as email, calendaring, folders and tabs, etc. Multiple delivery methods of training options include documentation, classes, train the trainer, and on-line tutorials.

We need more information regarding feasibility, cost, and resources in order to formulate a migration strategy for existing email and calendaring data. These questions will be presented to Unicon.

Policies, procedures and workflow need to be identified and communicated to everyone before the pilot can take place. Potential pilot group members are being identified.

Action Items:

E-mail migration, quota, and cost information gathering – Mary and Greg
Zimbra accounts configured for committee members – Greg or Mary
Zimbra tutorial as a potential training tool – Mary
Zimbra testing over dial-up connection – David