



Messaging and Directory Services (MDS) Project Pre-Migration Document

PURPOSE: This form is to document action item roles, responsibilities, and expected time frame for completion as a result of the agency kickoff meeting for agency specific migrations:

Agency/Site	
Location/Address	
Agency Point of Contact (POC)	
Agency Information Technology Representative (AITR)	

Actions listed below are the specific activities that will need to take place as part of the Messaging and Domain consolidation. To ensure that your agency can utilize the Messaging End User and Agency Directory services for e-mail and perform the steps necessary to support your agency or site, we have listed the necessary requirements below.

#	Responsible Person/ Group	Activity/Action	Agreement Date
1	MDS Team	Migrate agency users e-mail accounts to COV	_____
2	MDS Team	Consolidate agency accounts to COV domain	_____
3	MDS Team	Migrate Blackberry accounts (if applicable)	_____
4	MDS Team	Establish connection to file and print servers.	_____
5	Agency POC	Detailed Outlook 2003 Training	_____
6	Service Delivery, MDS or End User <i>(circle one)</i>	Migrate Server based calendars	_____
7	Service Delivery, MDS or End User	Migrate Personal Calendars	_____
8	Service Delivery, MDS or End user <i>(circle one)</i>	Migrate Server based contacts	_____
9	Service Delivery, MDS or End user <i>(circle one)</i>	Migrate Personal Contacts	_____
10	Service Delivery, MDS or End user <i>(circle one)</i>	Migrate agency based distribution lists	_____
11	Service Delivery, MDS or End user <i>(circle one)</i>	Migrate Personal distribution lists	_____
12	MDS and Agency POC	Ensure Agency record retention requirements met	_____
13	Agency Point of Contact	Configure agency applications to function in COV environment.	_____
14	MDS Team	Provide access to Adjunct Services such as Instant Messaging, Fax, SharePoint etc.(If applicable)	_____

The following special requests log is for action items that need to be completed that are outside the realm of responsibility of the MDS Team but are a communicated need of the agency per the Kick-off meeting.

Agency Request	Action Items	Owner
	1.	



	2.	
	3.	
	4.	

Please provide any comments or outstanding issues with the migration in the space provided below. If more space is required, please use the back of the sheet to continue your comments.

Additional Comments:

List meeting attendees here
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

11.

12.