



**To:** Administrative Excellence Steering Committee  
Interim Chancellor David Ward, Provost Paul DeLuca, Vice-Chancellor Darrell Bazzell, Professor Brad Barham

**From:** Administrative Excellence-Email and Calendaring Project Executive Committee  
Bruce Maas, Vice-Provost for Information Technology and Chief Information Officer  
John Krogman, DoIT Chief Operating Officer and Associate Chief Information Officer  
Alice Gustafson, Administrative Process Redesign, Director  
Rhonda Davis, School of Veterinary Medicine, Chief Information Officer

**Date:** 3/21/2013

**Re:** Approval of AE-Email and Calendaring Project “Option to Use Existing Email Addresses”

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The Administrative Excellence-Email and Calendaring Project Executive Committee requests formal approval from the Administrative Excellence Steering Committee to design and implement the new Microsoft Office 365 email and calendaring system such that, if they choose, **faculty and staff will be able to send and receive email using their existing email addresses.**

The project team has solicited and received significant feedback from the campus community on this topic:

- Two small group forums conducted by project business analysts.
- Engagement with the project Technical Advisory Committee comprised of campus IT leaders.
- Engagement with the project Technical Team comprised of campus email administrators.
- One campus-wide forum on domain and identity issues.
- Questions posed to the project team through the project web site.
- CIO engagement with individual and small groups of campus IT personnel.
- CIO engagement with Leadership Council and Department Chairs
- Alice Gustafson and CIO engaged with AE Advisory Committee, Administrative Council and ITC
- Project team engagement with campus executive leadership.

The data gathered through these interactions has not revealed any functional requirements that could not be met if we chose not to migrate and support existing email addresses. However, the campus community has expressed significant concerns related to the disruption that would be caused. It is clear that not providing “send” and “receive” support for existing addresses poses a significant risk to adoption and thus the entire project.

From a technical perspective, approval directs the project team to develop plans to instantiate and provide ongoing support for email addresses composed of sub-domains in Office 365.

**Approved by Steering Committee:** March 21, 2013