



Department of Administration Enterprise Technology Services

Exchange Archiving Project Status Report

Status as-of: August 10, 2009

Current Scope: Planning	Archiving		
% Complete: 62%	The scope of this project is to replace the existing ZANTAZ email archiving and discovery solution with an email archiving and discovery solution or solutions that meet the State's email archiving, records retention, public records request, legal discovery and litigation support requirements.		
Sponsor: Anand Dubey	ETS Project Manager:		Russell Kunibe
Vendor: Symantec	Vendor Project Manager:		Julya Rebstock
PM Process: Planning	Start Date: 12/01/2008	Estd. Finish Date: 11/15/2009 (12/18/2009)	
Total Budget: 2,574,526	revised 6/2 - \$2,171,019 ETS Personnel Cost \$401,137		
Total Expenditures:	\$1,707,431 ETS Personnel Cost \$187,658		
Current # ETS FTE: 3	Contractor FTE: 1	Staffed: 100%	
Risk Level: Medium			

Key Project Decisions	Approved By	Date
ASD approved Archive Transition Plan	Admin Service Directors (ASD)	2/28/2007
Department of LAW Review and approval to proceed	Dept of Law	6/13/2008
Decision to replace Zantaz	ETS	10/7/2008
Symantec Selected as the replacement product	ETS	11/24/2008
Electronic Practices Committee (EPC) Charter	EPC	3/4/2009
Email Archive Policy (final draft)	EPC	5/27/2009
Email Archive Policy Finalized	Pending	

% Project Variances (N/A not baselined)	<	-15	-10	-5	0	5	10	15	>
% Schedule -behind, +ahead:				<input checked="" type="checkbox"/>					
% Cost -overspent, +underspent:					<input checked="" type="checkbox"/>				

Problems/Issues for this Report Period:**Who can help?**

1.	The draft policy is still awaiting final approval, the go live date will be moved to August 18 th .	Annette Kreitzer
2.		
3.		

Overall Project Risks (Moderate to High Impact):

1.	H	Acceptance of organizing email retentions by end users.	4.	M	Migration of data
2.	M	Exchange storage space.	5.		

Accomplishments/Problems Resolved Since Last Report:

1.	The Production pilot has been expanded to ETS users and select department users.	4.	The acceptance testing for EV has been completed and there are no "show stoppers" that need to be fixed.
2.	The finalized online introduction to archiving was received from the contractor.	5.	The draft of the online training has been delivered and is being tested.
3.	Testing of the migration has been initiated	6.	Journal archiving has been moved from Zantaz to EV.

Next Period Planned Activities:

1.	Send out the all end user update.	4.	Continue to work through the 6 remaining installation issues.
2.	Begin the migration of end users.	5.	
3.	Discovery Accelerator acceptance testing.	6.	

Contract Summary

Vendor	Start	End	Amt Remaining:	\$68,525.37
Symantec	12/31/2008	10/15/2009	Amt Used:	\$95,825.21
Vendor	Start	End	Amt Remaining:	199,060
Symantec (Procedo Services)	12/31/2008	10/15/2009	Amt Used:	122,640

Archiving Project Web Page:

<http://www.state.ak.us/local/akpages/ADMIN/info/archLegDisc/home.html>