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**POLICY DIRECTIVE #AD 2018-2**

**TO:** All Agencies  
**FROM:** Michael Dietrich, Chief Information Officer, Department of Administration  
**SUBJECT:** Statewide Office 365 Migration Plan  
**DATE:** June 22, 2018

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As you are all aware, as of November 14, 2017 the State entered into a contract for Microsoft Office 365 (O365) which will bring all Agencies under a single Enterprise Agreement.

As approved by the Legislature May 15, 2017 we will be migrating all groups, with the exception of NDOC<sup>1</sup>, to the O365 productivity suite in the upcoming Biennium. EITS is currently working with ASD to build rates for SFY20/21, and for this they need to get as close as possible to actual license counts and migration dates for each group.

The current "Authorized FTE" numbers in the HR Data Warehouse will be used for license counts. Most of you have already worked with EITS to set a migration date, the remaining handful of groups will be contacted by an EITS representative early the week of June 25 to get you on the migration schedule. EITS and ASD must have this information no later than EOD June 27 to meet GFO timelines.

Moving all Agencies to a common Email, desktop productivity and shared document platform has many benefits:

1. Elimination of disparate, disconnected systems: 100% integration and interoperability throughout our enterprise
2. A single solution of nominal complexity which reduces support and administrative overhead, allowing technical staff to focus on more critical projects
3. Ability to rapidly deploy of new O365 technology across the enterprise, and react quickly to emerging opportunities, problems, and threats
4. A single directory for authentication, access control, address lookups, and distribution lists
5. Elimination of duplicate systems and services
6. Reduced cost and administrative overhead through monolithic enterprise licensing

We thank you for your cooperation and partnership in this key technology initiative.

All the best,

Michael Dietrich, State CIO

<sup>1</sup> NDOC migration is on hold pending network technology refresh.