

Project Charter

Instructions: A Project Charter announces that a new project has begun. The purpose of the charter is to demonstrate management support for the project and the project manager. The charter clearly establishes the project manager's right to make decisions and lead the project.

Sponsor	Gary Aerts	Date	December 15, 2008
Title of project	Lifelong Email for Students and Alumni		
Project manager	Dave Spanel		
Charter	This project will complete the deployment of an outsourced email service 'Microsoft Exchange Labs' for students and Alumni of the University of Nebraska-Lincoln.		

Project Charter - DRAFT

Instructions: This document identifies the goals, constraints, and success criteria for the project. The project manager should initially prepare a draft of the Statement of Work, then submit it to the stakeholders for their review and comments until there is overall agreement.

Title of project	Lifelong Email for students and Alumni		
Date prepared	December 15, 2008	Date adopted	

Stakeholders

Sponsor	Gary Aerts
Project manager	Dave Spanel
Management (exec. committee)	Susan Poser (representing UNL Administration) Michael Rurhdanz
Project team	Lifelong Email Project Team Jim Liebgott – Information Services Loren Frerichs – Information Services Alison Wimmer – Alumni Association Larry Hartley – University Foundation Project team will meet with stakeholders as needed for marketing, documentation and testing.
Users & customers	UNL Students UNL Alumni
Other stakeholders	University Communications ASUN (Emily Zimmer) Microsoft

Project Charter

Objectives and constraints

Purpose

This project will complete the deployment of an outsourced email service 'Microsoft Exchange Labs' for students and Alumni of the University of Nebraska-Lincoln.

Scope

Develop a mechanism to provision new accounts
UNL Students
Alumni
Developing documentation for end users
Developing email migration tools for Bigred users
Disabling email access to Bigred
Bigred shutdown

Risks

Outsourced email solution is unreliable in the eyes of customers
University Foundation must provide a mechanism to identify UNL Alumni for account provisioning to occur.
Microsoft decides to charge for usage
Microsoft drops support for hosted email to UNL

Deliverables

Account provisioning
Documentation on procedures, faq's.
Report on Bigred to Huskers migration
Final report on Bigred Shutdown

Cost Estimate

All cost including total FTE in kind.

Schedule Estimate

Account provisioning for UNL Students (completed)
Documentation (completed – now on an as needed basis)
Communicating Bigred to Huskers migration schedule to users – email notifications mailed up to February 27th
Bigred Email Disabled – February 27, 2009
Communicating Bigred mail forwarding disabled – email notification up to June 2009.
Bigred Mail forwarding Disabled – June, 2009
Alumni Account Provisioning – April, 2009

Project Charter - DRAFT

Instructions: This document identifies the communications procedures – including meetings – that are to be followed for the project. The project manager should initially prepare a draft of the Communications Plan, and then submit it to the stakeholders for their review and comments until there is overall agreement. The Communications Plan should accompany the Statement of Work.

Title of project	Lifelong Email for students and Alumni		
Date prepared	December 15, 2008	Date adopted	

Stakeholders

Sponsor	Meetings to be established on an as needed basis.
Management (IS Exec Committee)	<ul style="list-style-type: none">• Weekly updates to up-line (Michael Ruhrdanz)• Status report at IS Exec<ul style="list-style-type: none">○ February 26th○ June 11th
Project team	Share meeting minutes/updates with project team weekly. Post updates on IS Web site
Users & customers	UNL Students and Alumni