

Project Plan Electronic File Storage



Project Details

Project Name: Electronic File Storage
 Project Team Leads: Laurie Hafner Dahms, Mark Wilson, David Bronder
 Project Manager: Kris Halter
 TeamDynamix Project Number: 241112

Project Overview (What is going to be accomplished)

Centralize standard electronic file storage services. Design a robust, sustainable, and ubiquitous model for central file storage services to accommodate greater demand and meet the diverse needs of the campus. Migrate files and relevant data from duplicative services to the central service; retire or repurpose redundant services.

As part of TIER, the project in Phases 1-3 reviews and refines existing and planned central storage solutions for maximum campus impact and consolidates/centralizes services as needed.

Upon completion of the TIER project scope, as implementation continues, the project transitions its focus to long-term viability of campus storage. A storage advisory group will be established, responsible on an ongoing basis for:

- Examining current data and storage services and requirements on campus in a broader sense
- Identifying what is working well and where there are service gaps
- Designing and evaluating consolidated, best-fit storage services to meet most campus data needs
- Improving efficiency, collaboration, and integration with other services

Project Staffing (Who will perform the work)

Who	Skill Set	Estimated Time Commitment
Laurie Hafner Dahms	Project Lead	200
Mark Wilson	Project Lead	100
David Bronder	Project Lead	100
Kris Halter	Project Manager	25
Data Center Service Group	Physical hardware migration	100
Sys/Storage Admin	System Migration	100
Unit Migration Partners	System Administration	100
Total Hours		725

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Project Schedule (When will the work be started/completed)

Phase 1 - Initiation (April 2015 – June 2015) → COMPLETE

- Develop project charter
- Develop stakeholder registry
- Form advisory committee
- Form project team

Phase 2 - Planning (June 2015 – February 2016) → COMPLETE

- Collaborate with the OneIT Data Center and Server project team on conducting a high level campus wide server audit.
- Determine engagement and communication strategy.
- Engage IT campus community as needed for feedback.
- Outline high level Storage service offerings for migrations, consolidations, and service changes.
 - Shared Drive (Files@Iowa), departmental
 - HomeDrive (Files@Iowa)
 - OneDrive for Business (Office 365)
 - Research Data Storage Service (RDSS)
 - Large Scale Storage (LSS)
- Determine additional requirements.
- Finalize project plan and post for public comment.

Phase 3 - Implementation – (July 2015 – December 2015) → COMPLETE

- Obtain feedback from campus on existing and “in the pipe” central storage solutions.
- Revise existing and “in the pipe” storage services offerings and policies.
- Continue campus engagement as defined in Phase 2 (provide updates on Project and gather feedback).
- OneIT Steering Committee review and feedback of baseline service offerings.
- Vet service offerings to campus IT community.
- Start implementing baseline services.
- Tweak service based on feedback.
- Update documentation and websites with current services.

Phase 4 - Closeout - (February 2016)

- Project Close Out.
- Ongoing service enhancements.

Next Steps – Continue to enhance EFS Service offerings - (Continuous)

- Assess, interview, inventory, and audit departments and end-users/consumers on storage uses and needs.
- Design new storage services to fill end-user/consumer gaps that perform at the 80% campus level.

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- Continue campus engagement.
- Update campus IT community and OneIT Steering Committee.
- Tweak service based on feedback.
- Implement new central storage services and offerings.
- Update documentation and websites with updated services.
- Flesh out next round of service offerings.

Project Budget

1. Funding
 - a. Storage Expansion FY16 - \$350K
2. Staffing Addition
 - a. IT Support Consultant - \$100K

Change Control Plan (What is the process for managing change)

- Changes to the order of inventories of server rooms, and staff conducting inventories will be evaluated and approved by the EFS Steering Committee.
- Changes to inventory timeline will be evaluated and approved by the EFS Steering Committee.
- Changes in the budget will be evaluated and approved by the EFS Steering Committee.
- Scope changes and additions will be evaluated and approved by the EFS Steering Committee.
- Substantial changes to project scope will be brought to the OneIT Steering Committee for evaluation and resolution for items deemed outside of timeline, budget, and scope by the EFS Steering Committee.

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Communications Plan (How will information be communicated)

<i>Target Audience</i>	<i>Primary Contact</i>	<i>Communication Mechanism</i>	<i>Frequency</i>	<i>Purpose/Description of Communication</i>	<i>Author / Owner</i>
OneIT Steering Committee	Program Office	Email, meeting discussion	Monthly, ad hoc as needed	Updates on project, feedback	Team
Project Team	N/A	Discussion	Bi-Weekly	Project Status and Planning	Team
CITL Community	Program Office	Presentation	Once	Understanding of Storage Services. Buying into the process of migration of services. Where their departments can help with service consolidation.	Mark
ITAdmin Community	Tim Wolfe	Presentation	As needed	Overall plan for migrations. Where their departments can help with service consolidation.	Laurie
Advisory Committee		Presentation and Discussion	Bi-Monthly	Project Status and Planning	Team
Deans and Department Heads	Steve Fleagle	Presentation	Once	Consolidation of IT resources can help improve services to campus and lower the overall cost to departments. Reduce the risk of loss of university data. Improve the support for Faculty research with high speed	Team
Select Faculty Members/Research Groups	Faculty Member	Discussion	Once	The University supports their academic and research missions. This will allow them better network connections. Common infrastructure components are centrally funded.	Team
Stakeholder for storage systems	Room Owner	Discussion	As many as it takes	The University supports their academic and research missions. This will allow them more reliable storage and managed backups to reduce the chances of data loss.	Team

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Risk Management Plan

Risks will be identified during project team meetings, audits or discussions with project stakeholders and storage owners. Once identified the risks will be assessed and the likelihood of occurrence and impact on the project will be determined. Risk mitigation strategies will be developed for risks that have a high impact and a high likelihood of occurrence on the project. The risk tracking list will be located on the Electronic File Storage Project SharePoint Site.

<https://sharepoint.uiowa.edu/sites/projects/oneit/implementation/storage/Shared%20Documents/Risk%20and%20Issue%20Registry.xlsx>

Risk Number	Risk Description	Likelihood (H,M,L)	Impact (H,M,L)	Mitigation Strategy
1	No actual cost savings	H	L	Operational savings will be consumed by capital expenditures or accounted for under the Data Centers and Servers project; focus will be on efficiencies and service adoption
2	Resistance to Change	H	H	Monthly Advisory meetings, preemptive emails to storage owners about project inventory plans, initial communication to faculty via Steve Fleagle, one on one's with staff and faculty as storage systems are inventoried and migrated.
3	Unpredictable growth of data	L	M	Close monitoring of storage capacity and usage of users, and detailed planning of consolidation of storage.
4	Ability to use grant funding toward storage services (including lifecycle of data) instead of toward capital assets (storage hardware)	L	M	Appropriate understanding and communication of the policies and rules of grant expenditures.
5	Significant Up Front cost	H	H	Get Central Funding to seed this project
6	Significate Labor needed	H	H	Spread project over a number of years and consolidate storage management
7	Flexibility needed by Departments	H	H	Develop a group that will address the needs of Academic and Research units on campus
8	New storage systems brought up in defunct locations	M	M	Policy and Adherence.
9	Shadow IT	M	H	Must make ITS service delivery more agile to prevent systems from returning to local offices or research labs.

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Issue Tracking and Resolution Plan

Issues will be identified during project team meetings, audits or discussions with project stakeholders and server room owners. Once identified the issues will be evaluated, tracked and assigned in the issue tracking list located on the Data Centers and Servers Project SharePoint Site.

<https://sharepoint.uiowa.edu/sites/projects/oneit/implementation/storage/Shared%20Documents/Risk%20and%20Issue%20Registry.xlsx>

Metrics / Key Performance Indicators

- Number of TBs consolidated
- Number of customer storage needs assessments

<input type="checkbox"/>	Project Plan Approval Date	02/09/2016
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