

Project Proposal

Town of Charlotte Mail Migration

Summary

The town of Charlotte is looking to upgrade their current Microsoft Exchange 2007 e-mail server and barracuda e-mail spam filter. The following are several reasons to consider the upgrade.

- Microsoft Exchange 2007 will no longer be releasing security patches or providing technical support for this platform after April of 2017.
- The e-mail application is hosted on the TOC internal SBS2008 Server which is also approaching End of life.
- Available free storage on the server is becoming an issue
- The current Barracuda spam filtering solution has been free of charge but limited to nine mailboxes due to a promotional introduction during its original conception. The TOC has more mailboxes that require protection from spam and anti-virus filtering

A couple of options to consider by various vendors of which are cloud based also known as SaaS solutions (Software as a Service). The difference is SaaS services are subscription based and billable either by a monthly or annual payment.

Some of the benefits are extensive cheap disk space to accommodate large mailboxes, Cost effective Archiving and backup capabilities for retention policies, less maintenance.

Upgrades and support are usually included, accessibility from any computer or mobile device which looks and operates the same.

Solution(s)

Microsoft office 365 and Google Apps both of which bundle e-mail, applications for word, excel, PowerPoint and spam-filtering. One of the benefits either of the SAAS solutions offer is real-time collaboration and revision history. There are other options available however these two are the most widely used and supported amongst various businesses and agencies.

Please see the following links for details of each provider

[Microsoft Office for Government](#)

[Google Apps for Government](#)

Stages

First task for stakeholders (Select Board) is to have a conversation about required features needed for e-mail and document collaboration. After reviewing this list compare the requirements to the offerings of each provider.

1. Planning phase- Decide on a provider after reviewing requirements and cost. Test PC compatibility for Office 365.
2. Team organization phase- Review and understand the changes that will come with a new platform.
3. Budget and plan.
4. Execute

Cost associated with the project will be defined by the vendor and details of the plan chosen, labor required for the migration and training if needed.

Cost

Labor	Hours	Notes
Project Planning and Preparation	6	
E-mail Migration, Test e-mail inbound and outbound	6	Migration of current e-mail to new version
Office 365 installation and basic instruction for accessing e-mail	10	This includes removal of old version of MS office
Mail setup for non internal staff such as selectboard members. Includes basic instruction for accessing e-mail and calendar	10	1 hour per user, this can be reduced if users can install and configure their own devices
Update MX records	1	
Decommission Current Mail system. Microsoft Exchange	3.5	
Firewall work for LDAP configuration	1	Create ACL for user authentication to office 365 Center
Troubleshooting	6	



Total	42.5	Cost \$100 per hour
Cost	\$4250	

Software

Microsoft Office 365 E-4	\$98 per month or \$2,730 per year. This is for 10 office users and 10 mail users.	Please see attached quote .This needs to be budgeted for each year
Google Apps	\$200 per month or \$10 per user. \$2400 per year	Please see attached quote .This needs to be budgeted for each year

Assumption

The above cost estimate does NOT include training for either the Microsoft office applications and integration of custom Outlook rules and filters. Nor does it include training for Google Apps. Data migration is also not included. If application training for either platform is required a questionnaire should be distributed to better understand the needs of users.

Considerations

Microsoft Office 365 requires more labor to set up because of the application deployment as opposed to Google Apps the software remains in the cloud. There is a learning curve to Google Apps which have some subtle differences when exchanging documents with Microsoft office users.

Compatibility with certain Microsoft Excel and Access Databases have also been known to be an issue and should be properly vetted before considering google apps.

Please let me know if you have any questions.

Sincerely,

Troy Tsounis
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