

CA - PMM

Project Name: Convert GroupWise email to OTECH hosted email system

OCIO Project #: N/A

Department: California Student Aid Commission

Revision Date: 10/25/10

Concept Statement

Description

Brief description of the proposed project:

Migration from internal GroupWise email to California Email Services (CES).

Need Statement

High Level Functional Requirements:

Migration of internal email users from GroupWise to hosted Exchange server at Otech.

What is Driving This Need?

Phase 1 of Otech's IT Consolidation plan.

Risk to the Organization if This Work is Not Done:

GroupWise works internally, but does not seamlessly interface with other applications and would cost CSAC to renew licenses for another year.

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):
Exchange/Outlook interfaces with other internal and external products and is easy to administer.

Other Intangible Benefits:
Industry standard.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

Cost Savings (describe how cost will be reduced):
Estimated cost for Otech to host email should be cheaper than yearly cost of GroupWise.

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Cost Avoidance (describe the cost and how avoided):

Risk Avoidance (describe the risk and how avoided):

Improved Services:
 Consolidating services should be an improvement to all State agencies.

Consistency

"No" Responses 	Rationale	Action Required

Impact to Other Entities

Nature of Impact to Other Entities

Entity:
 Describe the nature of the impact:

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Entity:
<i>Describe the nature of the impact:</i>

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Solution Alternatives

Alternative 1:	
Convert to Otech hosted email system	

Technical Considerations for Alternative 1:	
Otech is working on migration plan from GroupWise to Otech's hosted email system. CSAC would work closely with Otech staff to perform migration. Cost has not been determined.	
ROM Cost:	Note: high end of range must not exceed 200% of low end of range

Alternative 2:	
Stay with internal GroupWise email system.	

Technical Considerations for Alternative 2:	
GroupWise doesn't seamlessly interface with other vendor's systems.	
ROM Cost:	Note: high end of range must not exceed 200% of low end of range

Alternative 3:	
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Technical Considerations for Alternative 3:	
ROM Cost: _____ to _____	Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
Convert to Otech hosted email system	\$0 - \$0	<i>Migration of user's email data. Internal learning curve.</i>
Alternative 2	ROM Cost	Risk
Continue using internal GroupWise system	\$0 - \$0	<i>GW doesn't interface with other applications</i>
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

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Recommendation:

Alternative 1.

Project Approach *(if known)*

System Complexity:		System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> :	
Architecture	<input type="checkbox"/> Mainframe <input type="checkbox"/> Client Server <input type="checkbox"/> Web Based	Num. of New Databases:	
Technology	<input type="checkbox"/> New <input type="checkbox"/> New to Staff <input checked="" type="checkbox"/> In-House Experience	Interfaces:	Internal
Implementation	<input type="checkbox"/> Central Site <input checked="" type="checkbox"/> Phased Roll-out	Num. of Sites:	1
M & O Support	<input type="checkbox"/> Contractor <input type="checkbox"/> Data Center <input type="checkbox"/> Project <input checked="" type="checkbox"/> In House		
Procurement Approach:		Number of Procurements:	
Open Procurement?	Yes	Delegated Procurement?	
Scope of Contract	<input type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> M & O <input type="checkbox"/> Other:		
Anticipated Length of Contract:		Years / extensions for years	