

Groupware Project

Migration and Archive SIG: Terms of reference

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Document History

Version	Date	Comments
0.1	22 Jan 08	First draft prior to initial meeting
0.2	4 Feb 08	Some changes following PB meeting, again prior to initial meeting.
1.0	16 Feb 08	Following first meeting, change of text to the 3 rd , 4 th and 5 th bullets in the ToR list below and in the final sentence of the document (edits by Tony Brett and Mark Norman).

Objective

The objective of the Migration and Archive SIG is to support the Groupware Project and the OUCS Groupware Team in planning the migrations from existing email systems to the new OUCS Microsoft Exchange system and to advise on moving data or otherwise from existing archives as well as planning for future archiving practice.

Terms of reference

Therefore the terms of reference are to:

- provide advice to influence the priorities of moving data from Herald to the OUCS Exchange system;
- provide advice regarding the migration of calendar data for Herald users;
- ensure that ITSS are fully consulted, informed and, where possible, accommodated so that their local systems knowledge and user relationships can be leveraged to ensure smooth migration for those users;
- provide advice to influence the priorities of moving data from other mail servers to the OUCS Exchange system (these include GroupWise, Domino, other Exchange implementations, and other mail servers across the collegiate University). This advice should also help departments and colleges to plan their budgets with migration costs in mind;
- provide advice regarding the needs of local IT support staff, including advice relating to delegated administration and problem-solving capability;
- provide specific advice in order to size and plan for securing archived email, calendaring and possibly some other mail system related material for the future (this

may involve requesting further funds in order to gain extra capacity within the OUCS Exchange system);

- provide advice as to future archiving provision and policy within the OUCS Exchange system (again, further funds may need to be sought).

It should be noted that migrating existing information to the new SharePoint instance run by the Groupware Project is considered out of scope for this group, but this may change in future. Also the migration of archived data is considered to be out of scope for the early stages of the Groupware Project. This is explained fully in section 3.6 of the *Groupware Project Definition: Scope of Project* document.

Initial priorities

The priorities in the first months of the Migration and Archive SIG are to agree appropriate terms of reference and to concentrate on migrations from Herald. Once these have been tested and progress made, plans for the migration of data within other mail systems will become the priority. This includes the consideration of archived data associated with those mail systems.