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AGENCY CONTACT MEMORANDUM #2016-0601

To: Agency IT Leadership, Technical Contacts
From: Jim Barnhart 
Acting Chief Information Officer
Date: June 3, 2016
Subject: Office 365 Initiative

On May 19, 2016 the Commonwealth Office of Technology signed a contract with Microsoft that will allow an upgrade from our current Enterprise Agreement to include the Office 365 software suite. This contract aligns with the strategic goals of the current administration and COT to transition to cloud-based services wherever they provide cost-effective business solutions. Office 365 will significantly reduce long-term operational costs and enhance enterprise security, while providing best-in-class tools for state workers.

Office 365 will allow Executive Branch agencies to be current and consistent in the software used, as well as allowing the utilization of many new features, to include:

- OneDrive for Business - 1 TB of storage for each user that synchronizes whenever the PC is connected to the Commonwealth network (including wireless access)
- Microsoft Office Suite - availability for up to 5 devices per user to allow anytime/anywhere work
- SharePoint Online - allowing anytime collaboration on projects and online storage of related documents, notes and tasks available in one place and accessible with appropriate authorization

The migration to the Office 365 environment will require a series of upgrades in underpinning software, and in the coming months COT will begin the execution of several projects related to the overall Office 365 Initiative. The schedule for individual agency rollouts is still to be determined. While recognizing that the cloud migration effort is a complex undertaking, COT is committed to collaborating with each agency to ensure service continuity is maintained. More information will be made available as the project planning progresses. If you have any questions, please contact your [COT Business Relationship Manager](#).