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| **Project Name** | **UT Backup Migration to the Cloud** |
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| **Executive Sponsor** | Trice Humpert, Director ITS Systems |
| **Process Owner** | David Moss, Senior Information Technology Manager |
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| **Background** | UT Backup appliances reach end of support on 9/30/2019.  Must transition nearly 9,000 end users to cloud-based backup solution. |
| **Goal(s)** | Migrate all on-premise end users from on-premise infrastructure to cloud-based backup service. |
| **Scope / Boundaries** | 1. Confirm Code42 as vendor to continue to provide service (Druva has also been evaluated) 2. Engage stakeholders and socialize plan 3. Migrate all on-premise end users from on-premise infrastructure to cloud-based backup service by 9/30/19 or service will be unsupported. |
| **Team Members** | Sergio Martin  Kourt de Haas |
| **Deliverables** | 1. Determine vendor to provide service 2. Reach contractual agreement 3. Develop technical migration plan 4. Develop communication plan 5. Develop support plan 6. Retire on-premise service |
| **Project Timeline** | UT Backup to be migrated to the Cloud by Sept 2019 |
| **Support Required** | Project management, process improvement and facilitation expertise will be needed. |
| **Approved by Executive Sponsor** |  |

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| **Project Name** | **Implementing Stale Device Management Practices for UT Backup** |
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| **Executive Sponsor** | Trice Humpert, Director ITS Systems |
| **Process Owner** | David Moss, Senior Information Technology Manager |
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| **Background** | Currently, the UTBackup service level agreement states that “monthly deltas are available for all previous years. This means that backups are kept for an unlimited amount of time for all users, whether active or inactive. UTBackup is not a data retention product, the cost of retaining inactive user data would double the service expense upon migrating to the cloud.  It is proposed that once a user has been inactive for 6 months, we will delete the archive data for their device to release their licenses back to the pool |
| **Goal(s)** | 1. Identify key stakeholders 2. Interview stakeholders, document requirements for retention 3. Establish retention policy 4. Get policy reviewed and approved 5. Communicate policy changes |
| **Scope / Boundaries** | There will be four major components to this project:   1. Determine recommended retention period and re-socialize with key stakeholders (e.g., ISO, records retention, Legal Affairs (?) 2. Socialize with key campus stakeholders 3. Develop and execute communication plan 4. Enable approved retention period |
| **Team Members** | Sergio Martin  Kourt de Haas |
| **Deliverables** | 1. Fully approved retention period 2. Communication plan |
| **Project Timeline** | Implement by August 31, 2019 |
| **Support Required** | Project management, process improvement and facilitation expertise will be needed. |
| **Approved by Executive Sponsor** |  |