

Skype to Teams Unit Lead Migration Planning List



May 2023



February - March 2023

- Join 2/17/23 Teams Day [IT Pro Phone Training](#)
- Visit a Hardware Showcase
- Socialize migration with Staff and share training opportunities
- Replace un-supported phones and devices
- Review Teams [Transition Project Site](#)
- Review [FERPA Compliance website](#)
- Join 3/10/23 Caffeine Break Presentation
- Complete [Teams Survey](#).



April 2023

- Response Groups are in no Change Period
- Ensure all staff have Teams client Installed
- Clean up Skype for Business Contact List



Migration Day May 17 2023

- Units IT support provide initial triage
- Campus Help Desks can provide additional end user support
- Unit Leads can report Urgent Teams Support Issues
- Follow [Transition Project Site](#) for updates



Post Migration

- Continue to monitor and report issues
- Provide post migration retrospective feedback
- Drive continued adoption of Teams as a collaboration tool



Resources:

go.illinois.edu/microsoft-teams