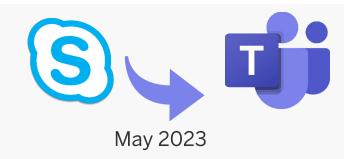


Skype to Teams Unit Lead Migration Planning List





February - March 2023

- Join 2/17/23 Teams Day IT Pro Phone Training
- ∇isit a Hardware Showcase
- Socialize migration with Staff and share training opportunities
- Replace un-supported phones and devices
- Review Teams <u>Transition Project Site</u>
- Review FERPA Compliance website
- Join 3/10/23 Caffeine Break Presentation
- Complete <u>Teams Survey</u>

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 TeamsSupport Issues
- Follow <u>Transition Project Site</u> for updates

Post Migration

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



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