|  |  |
| --- | --- |
| Project Name | MS Office 2016 ProPlus Migration |
| Client Name | Havi Logistics |
| Client Project Manager Name |  |
| By | Fact file |
| HCL Project Manager Name |  |
| Project Charter Creation Date |  |

***Version Control***

*All information given under this version over rides all and any kind of offers, assumptions, deliverables and contracts, given under any previous version. All previous versions of the subject Proposal stand null and void*.

***Seller Restrictions***

*The data contained in this document shall not be disclosed and shall not be duplicated, used, or disclosed in whole or in part for any purpose. If a contract is awarded to chosen parties as a result of or in connection with the submission of this data, the client or prospective client shall have the right to duplicate, use, or disclose this data to the extent provided in the contract. This restriction does not limit the client’s or prospective client’s right to use the information contained in the data if it is obtained from another source without restriction. The data subject to this restriction is contained in all marked sheets.*

Document Responsibilities

|  |  |  |
| --- | --- | --- |
| Role | Responsibility | Assigned To |
| Author | Kanik Garg |  |
| Owner |  |  |
| Contributor | Subhajyoti Chakraborty |  |
| Controller |  |  |
| Approver |  |  |

Document Details

|  |  |
| --- | --- |
| Version No. | 0.1 |
| Date |  |
| Service Tower |  |
| HAVI Project Charter Owner Name and Contact Details |  |
| HCL PIB Owner Name and Contact Details |  |
| HAVI Project Charter Secondary Owner Name and Contact Details |  |

Document History

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Date | Author/Reviewer | Change Description |
| 0.1 | 7/18/2017 | Kanik Garg | Draft version |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Document Distribution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL No. | Name | Company | Date | Version No. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table of Contents

[1 Executive Overview 5](#_Toc491786905)

[2 Project Details 5](#_Toc491786906)

[2.1 Brief Detail 5](#_Toc491786907)

[2.2 Project Objective 5](#_Toc491786908)

[2.3 Project Benefits 5](#_Toc491786909)

[2.4 Project Resources 5](#_Toc491786910)

[3 Project Approach 6](#_Toc491786911)

[4 Scope Statement 6](#_Toc491786912)

[4.1 Project Scope 6](#_Toc491786913)

[4.2 Pre-requisites 7](#_Toc491786914)

[5 Assumptions, Dependencies and Exclusions 7](#_Toc491786915)

[5.1 Assumptions 7](#_Toc491786916)

[5.2 Dependencies 7](#_Toc491786917)

[5.3 Exclusions 7](#_Toc491786918)

[6 Risks and Issues 7](#_Toc491786919)

[6.1 Identified Risks 7](#_Toc491786920)

[6.2 Identified Issues 7](#_Toc491786921)

[7 Test Cases 8](#_Toc491786922)

[7.1 Office 2010 8](#_Toc491786923)

[7.2 Office 2013 8](#_Toc491786924)

[8 Responsibilities 8](#_Toc491786925)

[8.1 HCL PM Responsibilities 8](#_Toc491786926)

[8.2 HAVI PM Responsibilities 8](#_Toc491786927)

[9 Approval 8](#_Toc491786928)

# Executive Overview

This Project Charter formally authorizes the project to carry out migration activities for MS Office 2016 ProPlus per contractual deliverables and timelines with redesigning the existing processes and mitigating the gaps to provide support and services to provide support and services to HAVI as per agreed SLAs. Detailed Tasks and schedules are planned to continue as required in spite of approvals expected or delayed for previous phases.

# Project Details

The project is to migrate the exiting office versions to the below level for identified languages and to provide support to HAVI.

* **MS Office 2016 ProPlus 32-bit Version 16.0.7766.2096**

Below is the high level deployment view for the project.



## Brief Detail

This project plan is the agreement between HAVI and HCL. It details what the project will do, when, how. It specifies what the project will deliver (project objectives and outputs) and processes the project will follow to deliver those objectives and output.

The content of the project plan describes the overall Transition framework that HAVI and HCL will follow to oversee and manage HCL’s provision of services per the agreement. It describes how HCL will interact and support HAVI’s business through the HAVI Information Technology Teams including HAVI Project Management office (PMO), and documents how the two organizations PMO will jointly manage.

## Project Objective

The objective is to complete the migration of Microsoft Office to Office 2016 ProPlus with agreed milestones and timelines in alignment with the contract.

HAVI to provide signoffs and acceptance criteria on each below tollgate from financial and deliverables perspective

## Project Benefits

HCL will provide seamless and quality delivery of the services to HAVI as per the contracted SLAs (Service Level Agreements).

All Havi users will be on the office 365 subscriptions.

## Project Resources

The following resources from HCL and HAVI will be part of the migration.

|  |  |  |  |
| --- | --- | --- | --- |
| **In Scope Service** | **Technologies** | **HCL Resources** | **HAVI Resources** |
| Office 365 | Office 2016 ProPlus | Kanik Garg |  |

# Project Approach

The approach for migrating Office 2016 ProPlus by HCL will be as per the following agreed milestones.

|  |
| --- |
| **Task Name** |
| Requirement Gathering/Assessment/Inventory |
| Deployment design and planning |
| Pre-requisites Build & Configure |
| Content distribution and unit testing on shared VM’s |
| User Acceptance Testing(UAT) |
| Pilot Rollout and acceptance |
| Production Rollout |
| Documentation, handover and early life support |

# Scope Statement

## Project Scope

HCL will deliver the project and below mentioned list of functions are in HCL’s scope

* The SCCM ready packages for installing the Office 2016 Pro plus version.
* The uninstaller Packages for the below office versions.
  + - * Microsoft Office 2010 Proplus
      * Microsoft Office 2013 Proplus

**Note:** Other versions if available will be considered later during the project and the approach will depend on the number of users using it.

* The user will have English as the default office language and one additional language will also be provided based on the location of the user.

For Example: If the user is based out of a site in Germany, the applied language will be English but user will have the option to switch to German.

## Decision Points

1. **One drive for Business**: By default one drive business is a part of Microsoft Office 2016 Proplus suite. Once installed and user log into it, It might sync user data over the Internet.

## Pre-requisites

* The .ost file will not be re-created and the existing .ost file will be re-mapped.
* User will get a notification to save ongoing work and close all the Microsoft applications.

# Assumptions, Dependencies and Exclusions

## Assumptions

* HCL will use Havi resources for downloading the Packages and creating the virtual Test environment.
* Existing versions of MS Project and MS Visio will not be upgraded.
* No change will be made on the existing infrastructure of HAVI.
* HAVI will provide with the licenses for the purpose of testing the migrations to its full capacity.
* The Machines with no SCCM clients will be dealt by the BAU teams.

## Dependencies

Below are the dependencies that have been identified for the existing environment:

* HAVI volunteers to be available for unit and Pilot testing.
* HCL technical teams will have the desired level of Admin Accesses i.e. Service account, AD etc. which are necessary to carry out the Project.
* Dependency on network, so remote sites and VPN based sites, with less bandwidth, may face issues for software distribution and compliance.

## Exclusions

* Versions other than office 2010 and 2013 ProPlus.
* Users which are on VPN or the sites with not HAVI network.

# Risks and Issues

Some possible risks are listed as below; the actual risks will be identified and documented during the knowledge transfer:

## Identified Risks

Office 365 comes with default “one drive for business” and user might end up syncing a large amount of data over the internet. To Prevent this, GPO will be applied to disable the one drive.

## Identified Issues

No issue has been identified yet from the available documentation. It might be figured out during the transition.

# Test Cases

All the Testing by HCL will be done on Virtual machines in the HAVI environment.

## Office 2010

1. Migrate Office 2010 proplus to office 365 on a Windows 7 32-bit machine.
2. Migrate Office 2010 proplus to office 365 on a windows 7 64-bit machine.

## Office 2013

1. Migrate Office 2013 proplus to office 365 on a windows 7 32 bit Machine.
2. Migrate Office 2013 proplus to office 365 on a windows 7 64 bit machine.

# Process

# HCL Team will download the ODT package version n-1 from the office 365 portal. Multiple packages will be downloaded to support all the languages and keep the isze of deployed package in check.

# HCL Team will download the Uninstall off scrub scripts and will modify them accordingly to suit the environment.

# After the manual testing of the packages, HCL team will register the packages into the SCCM console.

# HCL Team will create the single task in SCCM to perform both the uninstall and install tasks and test them on VM’s

# After successful testing the Unit testing will be done by HAVI users on the VM’s.

# After successful Unit testing HCL team will distribute the content to all the distribution points.

# Once distributed HAVI will nominate users for Pilot testing.

# After successful Pilot acceptance, Global roll out will commence.

# Identification criteria

The registry entries will be used to identify the currently installed versions of the MS office on the user machine. Based on the identified version the uninstaller will run.

**Office 2010**

32-Bit machines: *HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Uninstall\{90140000-0011-0000-0000-0000000FF1CE}*

64-Bit Machines: *HKEY\_LOCAL\_MACHINE\SOFTWARE\Wow6432Node\Microsoft\Windows\CurrentVersion\Uninstall\{90140000-0011-0000-0000-0000000FF1CE}*

**Office 2013**

32-Bit machines: *HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Uninstall\{90150000-0011-0000-0000-0000000FF1CE}*

64-Bit Machines: *HKEY\_LOCAL\_MACHINE\SOFTWARE\Wow6432Node\Microsoft\Windows\CurrentVersion\Uninstall\{90150000-0011-0000-0000-0000000FF1CE}*

# Approval

In witness whereof, the parties have caused this agreement to be executed by their respective duly authorized representatives to be effective as of the effective date.

|  |  |
| --- | --- |
| For HAVI Group | For HCL |
|  |  |
|  |  |
| Signature: |  |
| Name: |  |
| Date: |  |