**Blackboard Migration to Cloud Services WBS**

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| **Scope Statement** | **Sub-Scope** | **Task** | **Deliverable** | **Work Package** | **Time Estimate**  **L/M/H in days** | **Assigned** |
| Project Approval | FERPA/HIPAA Compliance | Check that information and data migration is compatible with FERPA and HIPAA | All information is within compliance |  |  |  |
|  | SANS Approval | Approval from SANS | Project approval |  |  |  |
|  | Change Request | Submit Change Request | Request submitted | Change Request |  |  |
|  | CIO Approval | CIO approves of Change Request | Change request approved or denied |  |  |  |
| Vendor Selection | Quotes from Vendors | Reach out to various cloud hosts for predicted costs | Quotes from vendors |  |  |  |
|  | Meet with representatives | Discuss with various representatives from potential cloud hosts | List of pros and cons of each vendor |  |  |  |
|  | Budget Management | Discuss with accounting and budgets of available funding | Understanding of Budget | Budget and Funding Request |  |  |
|  | SANS Approval | Meet with SANS to discuss vendor details | Select a vendor to proceed with |  |  |  |
|  | Representative Contact | Begin contract negotiations of cloud hosting service | Paperwork approved and ready for data migration |  |  |  |
| Preparing for Data Migration to the Cloud | SANS Meeting | Meet with SANS on discussing dates, downtimes, and migration | Clear testing dates of information backups, selective data transfer, and finding a compatible downtime with academic schedule |  |  |  |
|  | Cloud Host Availability | Determine with vendor when the best time is to schedule migration | Date agreed on |  |  |  |
|  | Backup scheduling | Begin scheduling backups with system administrators and Security team | Schedule of selective groups of data backups |  |  |  |
|  | Email notifications | Submit email reminders to end users to begin backing up their personal data and inform of projected downtime | Emails are sent |  |  |  |
| Data Migration | SANS Meeting | Check with SANS that everything it ready in all departments for information transfer | Green light provided by all parties |  |  |  |
|  | Vendor check | Meet with cloud host representative to ensure that technicians are ready for data migration | Green light provided by cloud host |  |  |  |
|  | Begin scheduled local backups | Backup latest data locally in two separate locations to prepare for cloud migration | Backups are successfully stored |  |  |  |
|  | Begin cloud migration | When technicians from both parties are ready, begin cloud migration. Have monitors rotate through shifts to keep constant supervision and readily support. | All information is transferred over to the cloud host. |  |  |  |
| Post Data Migration | SANS Meeting | Check with SANS that all systems are fully functional and note any errors or complications | Note any complications |  |  |  |
|  | Cloud Host Meeting | Meet with cloud host representative to discuss previous cloud migration | Note any complications |  |  |  |
|  | Permissions | Grant permissions to SANS employees to cloud management and begin new implementation | All allotted personnel have the correct privileges to administrate on the cloud host |  |  |  |
|  | Email notifications | Submit emails to users of cloud migration and to contact if any issues arise | Note any complications |  |  |  |
|  | Local Hardware Retirement | Once confirmed as a successful transfer after a couple of months and little to no error reports, begin the shutdown and retirement of local hosting to utilize the space and hardware for other IT projects | All data is transferred successfully to cloud host and local hardware is utilized for other various needs. |  |  |  |