



PROJECT CHARTER

DOMINO APPLICATIONS MIGRATION

STONY BROOK UNIVERSITY
STONY BROOK, NY 11794

Project Charter Version Control

Version	Date	Author	Change Description
1.0	11/14/2011	Raymond Chan	First Draft

EXECUTIVE SUMMARY

Stony Brook University will be replacing the existing IBM Domino/Lotus Notes system with a new email and collaboration services solution. All existing Domino applications that continue to serve a useful purpose will need to be migrated to other platforms by the end of 2013.

PROJECT PURPOSE/JUSTIFICATION

The IBM Domino application platform that Stony Brook University has used over the last decade and a half has become stagnant and outdated. It is considerably less versatile and less friendly to use than other competing products. The limitations with Domino, such as data connectivity with other databases that is critical in modern business applications are non-existent with other platforms.

With Stony Brook's growing need for applications that facilitate business objectives, fewer solutions have been developed using the IBM Domino application platform. The cost and resources associated with maintaining IBM Domino/Lotus Notes can be redirected to other opportunities.

PROJECT DESCRIPTION & APPROACH

There are 2,119 Domino application files located on two Domino application servers maintained by DoIT. Although each application file is considered a unique application, not every application will need to be migrated. Applications that are no longer used or only used by Domino administrators to support the Domino environment will not be migrated. Shared departmental mailboxes, although considered applications, will be handled by the Email & Collaboration Services project. This eliminates about 75% of the applications required to be migrated. A migration path for each remaining application will be identified and managed to completion.

This project will be managing the migration of applications in consideration of the timeline established for the implementation of the new Email and Collaboration Services solution.

In a multi-stage approach, applications will be migrated by priority. High-priority applications are applications deemed critical by their respective owners and have a broad user base where logging on is necessary. The latter is a significant factor because it is predicted that after the new email and collaboration services is launched in the beginning of 2012, that the creation of new Lotus Notes accounts will be reduced. We do not want to inconvenience new employees and students with the additional step of requesting a Lotus Notes account to access legacy applications.

The first stage focuses on completing the migration of high-priority applications by December 2012. This will coincide with the stage of the Email and Collaboration Services project where 65% of the non-student users will be migrated.

The final stage will focus on migrating the remainder of the applications by the end of 2013.

Teams of experts in each migration path will be setup. These experts will have the responsibility of providing guidance in proven best practices to the developers. The experts will also research and recommend tools that can be used to ease the migration to their respective paths. E.g. A standard operating procedures Domino application that houses policies and procedural documents can be recommended by the MS SharePoint experts to be moved into MS SharePoint.

To reduce the time required to migrate applications, third-party tools sold specifically for migrating Domino applications will be used when feasible.

Project Objectives	
Project Component	Target Date
• Complete a master inventory of Domino applications to track migration progress	10/31/2011
• Setup teams of experts as advisors to the developers	10/31/2011
• Meet with the developers: categorize their applications, identify possible migration paths, define the list of high priority applications, determine their available resources	11/18/2011
• Determine the primary developers, owners of each application	11/18/2011
• Determine the applications that no longer serve a useful purpose and can be safely deleted	11/18/2011
• Work with the developers to develop a timeline for completion of each application migration	11/30/2011
• Complete the migration of all high priority applications	12/31/2012
• Complete the migration of all applications	12/31/2013

Scope
Within Scope
• This project will include the migration of applications housed in DoIT's two application servers.
Outside Scope
• Mail-in Databases, including shared departmental mailboxes, fax databases, shared address books, and shared calendars will be handled by the Email & Collaboration Services project.
• Domino applications housed on servers outside of DoIT's control.
• Administrative Domino applications that were used to support the Domino/Lotus Notes platform.
• Applications planned for migration due to prior initiatives, such as the PeopleSoft Applicant Tracking system.

Constraints
• Common applications should use the same migration path when possible. This allows for the standardization of systems
• Lack of adequate skills: Twelve subject matter experts (SME) will be provided as resources for this project on an as-needed basis. The subjects include: MS

SharePoint, ASP .Net, Content Management System, Event/Resource Scheduling, Box Office/e-Commerce, PeopleSoft, Issue Tracking, Single Sign-On, Server Infrastructure
<ul style="list-style-type: none"> On average, it will take one junior developer 480 hours or one developer 200 hours or one senior developer 180 hours to complete the migration of a medium complex application

Assumptions
<ul style="list-style-type: none"> This project has the full support of the project sponsor, stakeholders, developers, and all departments The Email & Collaboration Services project will be completed as scheduled The project sponsor will provide additional resources if necessary

RISKS

Risks will be classified and managed as shown in the following two diagrams.

		Probability		
		Low	Medium	High
Impact	High	Significant	Major	Maximum
	Medium	Minor	Significant	Major
	Low	Minor	Minor	Significant

Classification	Impact	Action Required
Maximum	Could result in project failure	<ul style="list-style-type: none"> Risk is identified and documented
Major	Material impact on project scope, schedule or budget	<ul style="list-style-type: none"> A Risk Containment Plan is developed Resources are allocated to execute the Risk Containment Plan
Significant	Material Impact on system functionality	<ul style="list-style-type: none"> Risk is identified and documented Containment Plan may be developed
Minor	Project has sufficient resources to contain the risk	<ul style="list-style-type: none"> Risk is identified and documented

Risk	Classification	Action Required
Many applications are discovered where the original developer is no longer available.	Major	Additional developers will be acquired to handle the migration of these applications

It is discovered that there are many more applications that require migration than the current developers are able to complete within the project schedule.	Major	Additional developers will be acquired to handle the migration of these applications
Original developers of Domino applications lack the skills to develop in a different platform.	Major	Developers will require mentoring from existing developers of other platforms and additional developers will be acquired to handle the migration of these applications
A high priority application is not completed on time.	Significant	Ensure that any users who need access to this application can obtain a Lotus Notes account.

Deliverables	
Project Milestone	Target Date
• Project Start	10/26/2011
• Midpoint of High Priority Applications Migration	7/1/2012
• Completion of High Priority Applications Migration	12/31/2012
• Midpoint of Remaining Applications Migration	7/1/2013
• Project Completion	12/31/2013

Project Team Organization Plans

Project Team Role	Project Team Member(s)
Subject Matter Experts	Andrew Kirsch Brian Heller Daniel Pincas David Ecker Jacob Levich Jason Kanaris John Passaro Kim Rant Melissa Bishop Sanjay Kapur Shady Azzam-Gomez Victor Montanez
Junior Developers	Jonathan Rodriguez Joonho Lee Kristen Stewart Nicholas Trombetta Patrick Malley William Fischer
Developers	John Leone Jose Tejada

Senior Developers	Daniel Pincas Jason Kanaris
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PROJECT MANAGER

Raymond Chan is named Project Manager for the Domino Applications Migration Project. Mr. Chan’s responsibility is to manage all project tasks, scheduling, and communication regarding the project. His team, consisting of twelve IT specialists will be matrix support from the IT department. Any additional funding must be requested through the Project Sponsor, Chris Kielt. Mr. Chan will provide monthly updates to the Project Sponsor.

AUTHORIZATION

Approved by the Project Sponsor:

Chris Kielt
Chief Information Officer

Date: _____