Email Consolidation - Google Apps for Government
Integrated Project Team (IPT) Structure & Roles

Workstream/ IPT	Purpose/Description
Program/Project Management	The purpose of this IPT is to establish oversight teams that supports project-level activity and ensures the overall program goals are met. The PMO will also ensure OIT executives and stakeholders are kept informed throughout the project and engaged as appropriate for decision making or issue resolution. This team is comprised of the Tempus Nova Program Manager/Transition Lead, the Google Partner Operations Manager and OIT's Program Manager. The team will develop the overall project schedule, manage cross-project dependencies, identify risks, and establish a regular cadence of communications.
Transition	The purpose of this IPT is to identify intersects, impacts and similarities across the other IPTs. This approach mitigates the risk of each workstream working as a silo. The Transition IPT Lead will have a working knowledge of the remaining IPTs and work with each Lead to identify program impacts.
Domain Architecture	The purpose of this IPT is to setup and configure the Google Apps for Government (GAFG) and Postini test and production environments. This team is comprised of the Tempus Nova Technical Lead, the Google Deployment Engineer and OIT's technical subject matter experts (SMEs).
Provisioning	The purpose of this IPT is to prepare and equip OIT's network to allow it to provide approved services to authorized users. The team will establish the framework for exchanging user, profile, and service information; automate the processes that monitor access rights/user privileges and protect the information within and between OIT's organizations. This team is comprised of the Tempus Nova Technical Lead, Technical and Provisioning Engineers, the Google Deployment Engineer and OIT's technical subject matter experts (SMEs), typically an AD Expert/Admin.
Email Routing	The purpose of this IPT is to design the overall mail server architecture including delivery options (spilt, dual, forwarding), user and domain level routing. The team will establish domain messaging policies, finalize how the Google mail environment is designed and how it works with respect to inbound, outbound and remote mail. This includes delivery options for incoming and outgoing mail, forwarding rules, Sender Policy Framework (SPF) record, mail gateways, whitelisting, and blacklisting within the OIT's

	domain. This team is comprised of the Tempus Nova Technical Lead, Technical Engineers, the Google Deployment Engineer and OIT's technical subject matter experts (SMEs).
Migration	The purpose of this IPT is to construct the migration environment, setup and configure the migration servers, and ensure end user data is successfully migrated from the legacy system to the new Google Apps environment. This team is comprised of the Tempus Nova Technical Lead/Transition Lead, Migration Specialists for each legacy environment, the Google Deployment Engineer and OIT's technical subject matter experts (SMEs), typically an Exchange and GroupWise Admin. **Note: There will be a separate Migration IPT for the Exchange and GroupWise effort.**
Mobility	The purpose of this IPT is to establish the architecture and policies that govern mobile communication, mobile hardware, and mobile software. The team will establish the mobile device management (MDM) strategy, and enforce OIT's existing communication protocols on mobile devices. This team is comprised of the Tempus Nova Technical Lead, Mobility Engineers, the Google Deployment Engineer and OIT's technical subject matter experts (SMEs).
Integration	The purpose of this IPT is to identify the OIT's legacy systems that utilize email to send or receive notifications and integrate them with the new Google Apps environment. This team is comprised of the Tempus Nova Technical Lead, Integration Specialists, the Google Deployment Engineer, OIT's technical subject matter experts (SMEs) and Business Analysts to identify process impacts.
Security	The purpose of this IPT is to ensure the provisions and policies adopted by OIT's security team to prevent and monitor unauthorized access, misuse, modification, or denial to the cloud environment are implemented. The team will enforce access policies such as what services are allowed to be accessed by network users; establish intrusion prevention/detection processes that identify and inhibit unauthorized actions; and ensure the security of OIT's systems and data in the cloud. This team is comprised of the Tempus Nova Technical Lead, Technical and Security Engineers, the Google Deployment Engineer, OIT's technical subject matter experts (SMEs), typically led by the Chief Information Security Officer (CISO) and a Compliance Officer.
Authentication	The purpose of this IPT is to identify and implement the appropriate

	methods that verify a person has the said identity, define attributes that will be leveraged to accept proof, and develop the validation process used as evidence to compare similar authentication requests. This team is comprised of the Tempus Nova Technical Lead, Technical and Security Engineers, the Google Deployment Engineer and OIT's technical subject matter experts (SMEs).
Training	The purpose of this IPT is to develop and finalize the Training Plan, Training Strategy, Audience Matrix and Training Schedule as well as identify Customer Training Coordinators for each transition Go Live. The team will ensure end users are properly trained as they transition from the legacy email systems to the new Google Apps environment. This team is comprised of the Tempus Nova Training Lead, Certified Trainers, and OIT's Knowledge Management subject matter experts (SMEs).
Change Management	The purpose of this IPT is to develop and finalize the Organizational Change Management (OCM) Plan, Communication Strategy, OCM Release Schedule and messaging content for each transition phase. The team will ensure end users are properly messaged and prepared before they transition from the legacy systems to the new Google Apps environment. This team is comprised of the Tempus Nova Change Management Lead, and OIT's Change Management subject matter experts (SMEs).
Compliance	The purpose of this IPT is to develop administrative, legal, usability (508 Compliance) and retention policies that govern the domain. The team will establish and enforce policies that guide user behavior and data management in order to comply with OIT's policies and procedures. This team is comprised of the Tempus Nova Transition Lead, and OIT's Compliance subject matter experts (SMEs).