ITS089 – Windows 7 Managed Desktop Rollout

Project Meeting held on Wednesday 15th August 2012

Attendees: Neil Bruce, Myles Ewen, Bob O'Malley, Andy Stewart

1. **Phase 2 rollout**

    1.1. ME advised that there were only a few pc's still to be completed and these were now being managed by the local computer reps.

    1.2. It was agreed that Phase 2 could be signed-off

    Action: AS to update project plan

2. **Phase 3 rollout**

    In reviewing the phase 3 rollout, the following comments were noted;

    2.1. Good progress had been made by interns.

    2.2. It was noted that not all pc's had been identified at Little France where the number is expected to rise to approximately 320

    2.3. Main areas to target are
        2.3.1. Little France
        2.3.2. School of Education

    2.4. ME advised that additional resource can be allocated to assist at Little France

    2.5. ME reported that the revised update schedule had been prepared

    Action: ME to forward copy to AS

    2.6. It was agreed that an SMS report could be run later in the year to identify remaining pc's running Windows XP

    2.7. The rollout process for phase 3 would continue under USD until mid-September. Any remaining pc's would then require to be handled through support calls via IS Helpline

2.8. In reviewing the overall figures, it was noted that they were I week out of date. The updated table below has been produced immediately after the meeting

College / School	Total pcs identified	Total pcs updated	Balance
HSS			
Divinity	75	75	0
Health in Social Sciences	50	45	5
History, Classics and Archaeology	91	72	19
LLC Confucius Institute	12	11	1
School of Education	127	55	72
OLL	42	41	1
MVM			
Central	85	71	14
Little France	112	31	81
Western General	59	44	15
CSE			
College Office	35	35	0
Centre for Science at Extreme Conditions	to be confirmed		

3. **Remaining Project Activity**

3.1. NB requested that the project remain active until mid-September

3.2. Further review meeting to be held in 2 weeks' time

3.3. Final project review and closure meeting to be scheduled for mid-September

3.4. It was agreed that it would interesting to compile the number of pc's migrated to the Windows 7 managed desktop. Ideally, this figure should be split between those migrated by Desktop Services and those coordinated by USD. Those managed by USD also managed data migration also

Action: ME to prepare

3.5. In preparation for the closure meeting, the project completion report will be circulated in advance

Action: AS to circulate project completion report