**Windows 10 rollout to MVM computer labs and teaching spaces**

**Proposed key dates:**

1. Alan Gilchrist and Dave Ross to meet during week beginning January 16th to discuss:

* Initial ISFM standards for Windows 10
* Which MVMFM labs can match above and easily migrate
* Which MVMFM labs need additional consideration
* New naming convention for MVM LECT PCs (i.e. LECT-MVMEB-001 or LECT-MVMLF-001)
* Which MVM labs could be considered for early adoption of Windows 10 (if any)
* Which MVM GPOs can be easily integrated into top level ISFM configuration
* If any additional software could be dropped from service (currently this appears to be Authorware, QuickTime, RealPlayer)
* If any key dates for ISFM have been set yet

Outcomes:

Alan to evaluate list of MVMFM labs which don’t fit ISFM standards and propose solutions. Can’t give an accurate timeframe for this until after the meeting, but will estimate 10 days.

Alan to work on remaining MVMFM GPOs, to decide if they can be removed from service or if they need to be replicated in the new MVM ISFM area. Can’t give an accurate timeframe for this until after the meeting, but will estimate 5 days.

Alan to work on software issues currently being experienced in MVMFM labs, as these can’t continue after migrating to Windows 10 (i.e. PSG Sleep software, Vet PG exams). Need to gather information from MVM campus areas to confirm amount of work, but will estimate 20 days.

1. Alan Gilchrist and MVM Windows 10 group to meet during week beginning January 23rd to discuss:

* Meeting points with Dave Ross above
* Any other MVM PC use cases which haven’t been included in previous discussions, but could fall under ISFM
* Any pinch points when MVM IT staff effort couldn’t be given to the project (i.e. due to other projects, exams, leave etc…). Any backup MVM Windows 10 IT staff outside of main group?
* Confirm test PCs are available in each campus for testing new ISFM build once it’s ready (PCs will be named MVM-LABTEST-\*\*\*)
* Confirm dates when MVM LECT PCs can be rebuilt using the new naming convention

Outcomes:

If required, Alan to raise new use cases with Dave Ross and work on possible solutions. Not expecting any and would have to have a very strong case for a new use case/ISFM standard, but if it was to arise, effort would be required so will estimate 5 days just now.

Note pinch points in availability, so that testing can be carried out at appropriate times.

If required, obtain PCs which can be used for ISFM testing purposes (Alan has asked for £2500 from MVM to cover this).

Currently 103 MVM LECT PCs will need to be rebuilt with new names, so proposing to schedule over a one-month period (possibly February or March) to reduce inconvenience to users of the rooms. Desktop Services will need to provide some time during this period to update Labmon interface.

1. Alan Gilchrist, Graham Newton (and possibly Lesley Greer) to meet sometime between 30th January and 11th February to discuss ways to reduce the large purchase spike during one year of MVM PC replacement cycle. Alan has asked for an additional £10,000 from MVM this financial year to assist with this. Some Greenfield Suite PCs (HP 800 G1 AIO) require a RAM upgrade as well (from 4GB to 8GB).
2. Once initial Windows 10 ISFM infrastructure is in place, MVM test PCs to be built and testing by MVM IT to start taking place (i.e teaching applications, MVM VLEs, bespoke hardware (Vets PowerLab), AV equipment etc…). Estimated effort from Alan and MVM Windows 10 team would be 20 days. Issues just to be noted at this point, due to amount of testing required.
3. Resolve any issues found during testing across all campus areas. Hoping for very small number, but will estimate 5 days just now.

**Additional points to note:**

Work to migrate teaching applications off unsupported platforms is starting to be carried out. Eoghan Clarkson in the Vet School has been informed of the move away from Authorware, QuickTime and Real Player, so resourcing from their side is required to carry out the work. Alan has downloaded all MVM video files from the old IS streaming service (Boombox) and will be working to bulk upload the content to Media Hopper (~300 videos totalling 8GB). Once the videos are uploaded, academics from the Vet School and MBChB will be required to consider their resources and update VLEs as required. EEMeC and EROS CALs still need to be evaluated, as embedded videos will need to be converted from QuickTime and Real Player to another format and reintegrated into the packages (i.e. Ophthalmology CALs). Estimated effort from Alan for all of the above would be 10 days.

Replacement online exam system for MBChB is in the procurement phase and will have links to this project, as the requirement from MVM is to have the new exam system in place for test exams by June. Evaluation of the tendered systems will therefore take place on the current Windows 7 MVMFM configuration, however it will obviously need to work on the Windows 10 ISFM configuration in the future. Alan is the IT lead on the replacement online exam system for MBChB, so will be involved in that throughout the length of the project.

**Estimated effort from Alan:** 60 to 75 days depending on amount of testing required.

**Ongoing effort from Alan after the migration:** Alan will take on a more managerial role with regards to the computer labs and teaching spaces after the migration, which will involve (but not be limited to):

* reconvening the MVMFM virtual team meetings - proposing quarterly meetings
* being the escalation point between the MVM IT teams and Desktop Services for new feature requests
* being responsible for the budget for replacement equipment and College wide software licenses for teaching purposes

**Future support:** The MVM IT teams will take on full responsibility for the day-to-day maintenance and support of the computer labs and teaching spaces in their respective campus areas once the Windows 10 migration has been completed. For this reason, staff within these teams will need to put in some time and effort during the migration phase to assist with the workload and to properly understand the processes when working with facilities managed PCs. Working with LST staff will be one of the ways in which MVM IT staff will become familiar with the maintenance and support processes.