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**MEMORANDUM**

August 24, 2022

**TO:** All Agencies

**FROM:** Timothy Galluzi, EITS Administrator and State Chief Information Officer

**SUBJECT:** Office 365 Implementation

In 2017, the Enterprise Information Technology Services (EITS) Division began a multi-biennia implementation of Microsoft Office 365 so that all executive branch agencies would be under a single enterprise agreement. This project, approved by the 2017 Legislature, is consistent with the division's statutory directive in NRS 242.071 to ensure the economical use of information systems and to prevent the unnecessary proliferation of equipment among state agencies. Last week, EITS completed phase one of the implementation, which included migrating all executive branch agencies, as well as some boards and commissions, to a single system. This work has resulted in these agencies sharing a common email, document (i.e., OneDrive), and desktop productivity platform (i.e., Teams), which has provided business-critical impacts to agencies throughout the COVID-19 crisis.

As agencies finished phase one, they moved right into phase two, which includes onboarding to SharePoint and receiving any needed training and administrative access to Teams and SharePoint. SharePoint includes the ability to set up intranet sites, document libraries, and more. Once an agency receives this administrative access and training, they are finished with phase two. Though many agencies are finding that Teams meets their needs, agencies may decide to take advantage of SharePoint's other functionality at any time, as the support and training that was available during phase two will be continued indefinitely.

The Office 365 implementation was scoped to be completed by the end of the biennium, and phase two is expected to conclude ahead of schedule by the end of this quarter. The Office 365 Governance Committee stood up in phase one and comprised of representation from EITS partner agencies will continue to guide the work of this project. Agencies with questions about Office 365 implementation or governance of the Office 365 system are encouraged to contact David Colborne or Mark Foxen.

Though these efforts have been coordinated by EITS, information technology staff and management in every affected agency have been critical to the success of phase one. EITS is appreciative of the time, effort, and continuing partnership that have created excellent outcomes. In addition to eliminating duplicate systems and services, the work completed in phase one has reduced administrative overhead for both EITS and partner agencies; set up the ability to deploy new technology across the enterprise and to react quickly to emerging opportunities, problems, and threats; and resulted in cost savings for the State of Nevada. By working together to meet the commitment negotiated during the initial five-year contract to onboard 18,000 users, the state saved more than \$2 million on its new three-year contract with Microsoft.