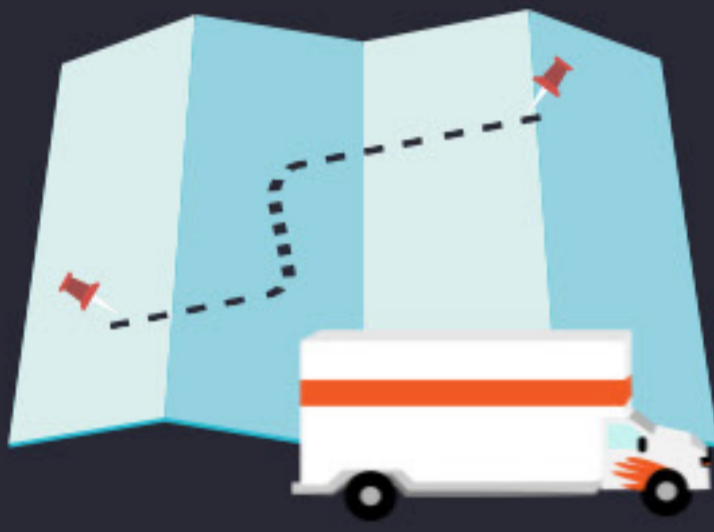




DWP PROJECT EXPLAINED



"WE ARE MOVING"

PROJECT TIMELINE

WHAT IS THE AIM?

The Digital Workplace Project (DWP) team aims to transition the NWU toward an integrated Digital Workplace.

START



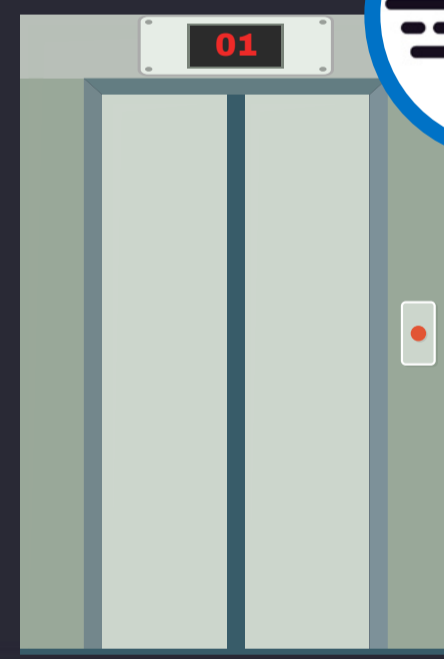
PROJECT BREAK DOWN

There are three phases to this project:

1. Move to MS Outlook (M20)
2. Farewell Msfed
3. DT-Comms

STAGE 1: MS OUTLOOK (M20)

1. **STATUS:** Completed
2. **COMPLETION:** July 2022



STAGE 2: FAREWELL MSFED

[Click here to learn more...](#)

1. **STATUS:** In Progress
2. **COMPLETION:** Dec 2022
3. **AIM:** Move to nwu.ac.za
4. **SEE MORE:** [visit MSFED web](#)



STAGE 3: DT-COMMS

[Click here to learn more...](#)

1. **STATUS:** In Progress
2. **COMPLETION:** March 2023
3. **AIM:** Roll-out of Skype for Business

NOTE: Skype for business will be called DT-COMMS

FINISH





DWP PROJECT EXPLAINED

PROJECT TIMELINE



“WE ARE MOVING”



START

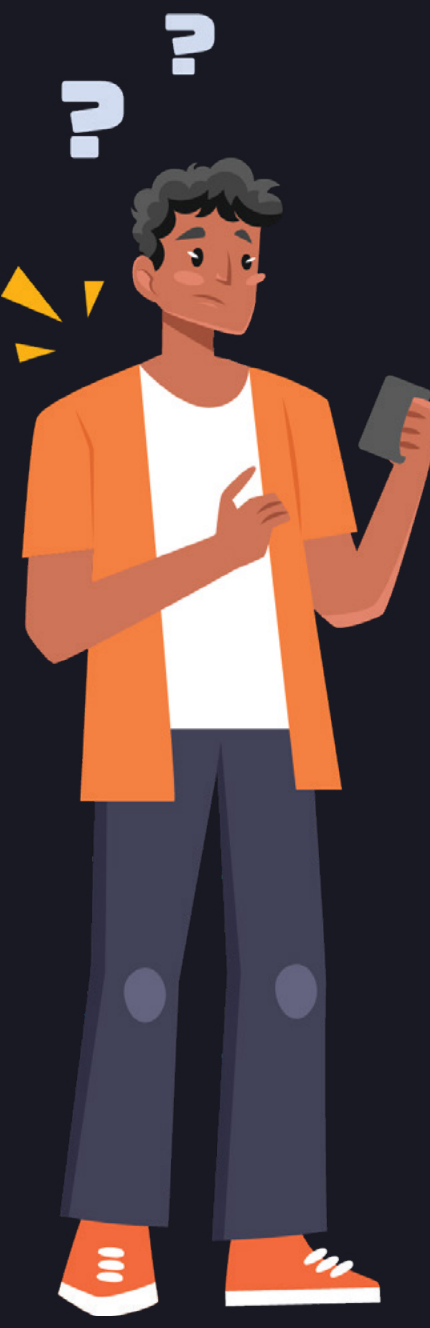
STAGE 2: FAREWELL MSFED

- 1. **STATUS:** In Progress
- 2. **COMPLETION:** Dec 2022
- 3. **AIM:** Move to nwu.ac.za
- 4. **SEE MORE:** [visit MSFED web](#)

DID YOU KNOW?

The current staff365.msfed.nwu.ac.za environment is moving to the new nwu.ac.za environment.

NOTE:
Due date - 22 December 2022.



WHAT IS THE IMPLICATIONS?

- Teams sites in the staff365.msfed.nwu.ac.za environment and their content will not be available after 30 November 2022.
- If you have any content in your Teams sites that must be kept please follow the steps below.
- Only sites with the NWU_ prefix will be moved to the new nwu.ac.za environment. All other Teams sites will be deleted when the staff365.msfed.nwu.ac.za environment is deactivated on 22 December 2022.

TEAM OWNER STEPS

- Revisit your Teams sites;
- Determine which Teams sites are still required in the Faculty/Department;
- Rename/merge these Teams sites according to the new naming convention, or create a new Team (guidelines are available on the website);
- Delete the obsolete Teams sites; and
- Notify the DWP Project Team once the cleanup is completed by clicking [here](#).

NOTE:
Due date - no later than 30 November 2022.



SUPPORT & ASSISTANCE

The Project Team members will be available daily from **Tuesday, 11 October, between 14:00 – 15:00** online in the [Farewell MSFed Teams session](#) to further explain the process, answer questions and assist where needed.

VISIT OUR WEBSITE

The [website](#) is available with more information, guidelines, FAQ's, a link to request a new team, etc.



... AND CLASSROOM TEAMS?

Classroom Teams will not be moved to the new environment. It will be available for the rest of the 2022 academic year (15 December 2022). Please make a backup of all content in your Classroom Teams.

SUPPORTING DOCUMENTATION

- To assist you with evaluating your Teams sites, attached to this email is an excel sheet with a list of Teams sites you have created. Sites marked in green have been accessed since 21 June 2022.
- Please use this list when determining if the content has to move to the new nwu.ac.za environment.



FINISH

NEED MORE INFORMATION?

We kindly request your cooperation to complete this process in time. Please feel free to send any inquiries to FMSF@nwu.ac.za.





DWP PROJECT EXPLAINED



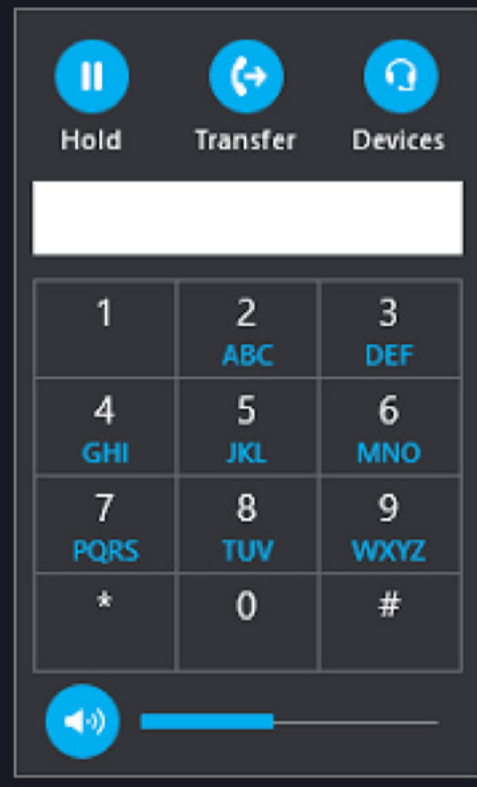
“WE ARE MOVING”

PROJECT TIMELINE

STAGE 3: DT-COMMS

- 1. **STATUS:** In Progress
- 2. **COMPLETION:** March 2023
- 3. **AIM:** Roll-out of Skype for Business

NOTE: Skype for business will be called DT-COMMS



START



LET'S TALK DT-COMMS

The process of Digital Telephony, whereby DT-Comms is part of, focuses on replacing existing office telephones with the Skype for Business (S4B) software on your computer.

HOW TO USE IT?

The S4B (DT-COMMS) application replaces all the functionalities of a traditional phone. Those familiar with MS Teams, Zoom or similar software will quickly adapt to S4B.



WHAT WILL I NEED?

The equipment required to utilise S4B (DT-COMMS) is similar to those required to use MS teams:

- 1. a laptop or desktop computer with speakers,
- 2. and a microphone or a headset/earphone.

In an open office space, we recommend a headset or earphones.

ANY BENEFITS FOR ME?

The team acknowledges that it is a significant change to the workplace, but the benefits of moving to digital telephony will exceed any short-term inconvenience.



TELL ME MORE?

- 1. Integration with MS Outlook and other Microsoft apps;
- 2. A follow-me number (one telephone number that moves with you. Similar to the personnel numbers allocated to a specific person);
- 3. mobility - S4B (DT-COMMS works across devices); and
- 4. lower cost



WHERE TO FIND INFO?

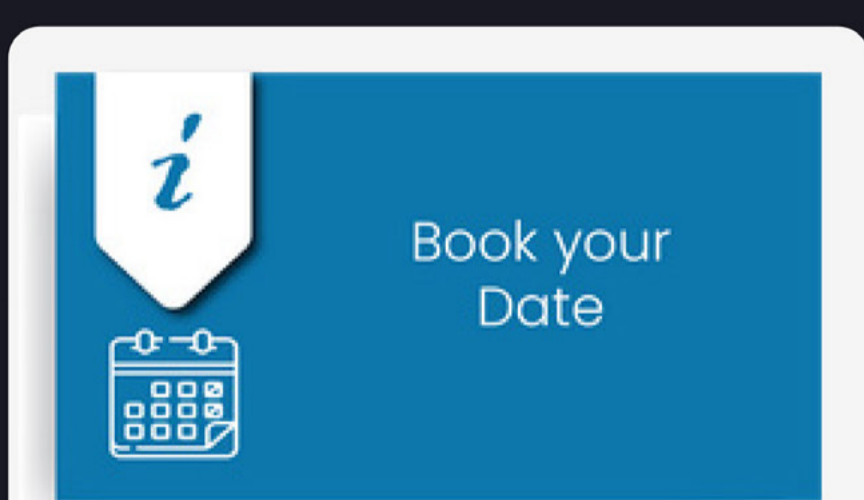
A supporting website is available to assist with the change process. The website contains a detailed guide, training material/videos, FAQs and more detail on the migration process.



COUNT ME IN!

Staff should please sign up for migration by visiting the DT-COMMS website:

- 1. Select 'Book your Date' and click on the date most convenient.
- 2. After signing up, the DWP Team will contact you via email to make the necessary arrangements.



DT-COMMS PROGRESS?

The project is well on track, with almost 10% of staff members migrated. We aim to have 60% of staff migrated to Digital Telephony's S4B (DT-COMMS) by the end of 2022.



FINISH

ANY QUESTIONS?

Please feel free to send any inquiries to

DT-Comms@nwu.ac.za

