CITY OF CARPINTERIA
ADMINISTRATIVE SERVICES

-Authority-

Goal #4 | Priority E

-Management Information Services Program-

Strategic Plan Individual Goal Report No. 1

Strategic Goal

Ensure efficient operations of the City

Objective

Complete Office 365 Migration

Performance Measure

Initiate and complete migration by FY 26, Q4.

Initiate Office 365 migration by Q1, FY 26

Complete full migration of all City users and data to Office 365 environment by Q4, FY 26.

Conduct post-migration training for staff on key Office 365 tools by Q1, FY 27.

Achieve 100% decommissioning of legacy systems impacted by migration by Q4, FY 27.

Period Summary Reports

– July '25 – December '25 (Period 1) –

Staff have initiated preliminary research to support the Office 365 migration, including evaluating licensing options, estimating costs, and assessing whether to engage a consultant to develop a detailed migration roadmap. These early planning activities are intended to provide us with a guideline, such as the project approach, budget considerations, and implementation timeline. While the migration has not yet begun, this foundational work supports initiation of the Office 365 migration by Q3, FY 26 and completion by Q4, FY 26, with post-migration training and full decommissioning of impacted legacy systems to follow in subsequent fiscal years.

– January '26 – June '26 (Period 2) –

Period summary will be made available in July 2026

– July '26 – December '26 (Period 3) –

Period summary will be made available in January 2027

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– January '27 – June '27 (Period 4) –

Period summary will be made available in July 2027