

1. When will OneDrive be implemented?

The Ministry of Central Services will roll out OneDrive ministry by ministry (instead of all at once across government), so each ministry will receive dedicated materials and support during the implementation phase. Central Services has already been deployed which enabled us to test the implementation plan and user experience before rolling it out to other ministries.

A schedule of implementation dates is posted on [Taskroom](#), and will be updated regularly as ministry dates are determined.

2. How will this change happen?

Central Services is committed to implementing OneDrive with the customer at the center. We've established a Change Champion program to ensure ministries are involved in implementation planning early on to provide important feedback on how OneDrive may impact you and your ministry. And, we'll share communication and training materials well in advance to ensure you are ready to use OneDrive on the day of implementation and beyond.

3. What is the Change Champion program and how does it work?

Central Services has launched the Change Champion program to engage with ministry staff at the very beginning of a change initiative. We are working with employees who are passionate about technology and helping colleagues understand and use new technology.

As we begin to prepare implementations for each ministry, Change Champions will be change ambassadors to assist Central Services to:

- better understand your work environment;
- provide input on how a change should happen in your ministry; and
- share messages and plans within your ministry when a change is occurring.

A list of Change Champion contacts by ministry is posted on [Taskroom](#).

4. What other Microsoft Office 365 software will be implemented in the future?

Microsoft has set a clear path to move all customers onto the Microsoft Office 365 platform. As a result, implementation of other Office 365 components (including SharePoint Online) is a question of when and how it will happen, and not “if” it should happen.

The first step in the Microsoft Office 365 journey was completed in 2018, with the transition of email to the Exchange Online platform.

- Microsoft Teams was implemented in April 2020 to meet increased video conferencing needs as many government employees moved to work remotely due to the impact of COVID-19.
- The next phase is the implementation of OneDrive to replace H: Drives in 2020.
- Planning is underway for further implementations through 2022, including:
 - SharePoint Online — moving to the cloud, and replacing G: Drives. Becoming familiar with accessing, sharing and editing in OneDrive today, will make your transition to SharePoint Online easier in the future.
 - Other products such as Office Pro Plus, InTune and Yammer.

Central Services is taking a phased approach to introducing new software, because we don’t want to change your entire work world in a day. We want this change to be as smooth as possible and as positive an experience as possible for you. We will work with ministries on the timing of implementations in the months and years ahead.