

# Project Charter

Project Manager: Ademola Akinbinuade

## General Project Information

**1. Project Name:** Verizon Walgreens Installation

Executive Sponsor Ralph T VP Projects and Operations

Departmental Sponsor Bayo Ray - Lead Project Manager

Impact of Project Installation of the New Verizon Routers for all Walgreen stores. Experienced Engineers from our organization collaborating virtually with the Verizon Technical Team will ensure that the new routers are installed at locations within the store that offer the most value.

### 2. Project Team

	Name	Department	Telephone	Email
Project Manager	Ademola A	Project	+### ## ###	#####@gmail.com
Team Members	Ciriaco Jiminez	Engineering		
	Mathias De ligt	Engineering		
	Brian Walters	Engineering		
	Shonda West	Accounts		

### 3. Stakeholders

- Verizon
- Walgreens
- ABED IT
- OMTB

### 4. Project Statement

#### Project Purpose/Business Justification

There is a contract fulfillment project. The contract is between OMTB and ABED IT. The pertinent part of the contract involves an agreement for ABEDIT to install the new Verizon routers in Walgreens; New York, New Jersey, Massachusetts, and New Hampshire stores.

#### Objectives

<ul style="list-style-type: none"> <li>Set up the new Verizon Routers.</li> <li>Work with the Verizon bridge to make sure it is installed at the point of the possible highest connection.</li> <li>This is done to improve the Network connectivity of the Walgreens</li> </ul>	
<b>Deliverables</b>	
<ul style="list-style-type: none"> <li>Before Installation: ALL existing APs and network devices at least 4 feet away. NO blurry pictures</li> <li>After Installation: Photos of Assembled, Installed Network Devices (Router, Firewall, Switch, etc.)</li> <li>Photos of completed switch room with installed devices.</li> <li>Pictures of all labeled patch cables before and after</li> <li>Pictures of labeled Demarc extension if pulled.</li> <li>Signed Work Order</li> </ul>	
<b>Scope</b>	
<ul style="list-style-type: none"> <li>Installation of new routers</li> <li>Connection of routers to existing modem</li> <li>Identification, testing, and activation of a Primary Circuit.</li> <li>Identification, testing, and activation of a Secondary Circuit</li> <li>Provide on-site support during the SDWAN Transformation.</li> <li>Assist with Fail-Over Testing</li> </ul>	
<b>Project Milestones</b>	
<ul style="list-style-type: none"> <li>Project Planning</li> </ul>	5 <sup>th</sup> December 2022
<ul style="list-style-type: none"> <li>Project Start Date</li> </ul>	12 <sup>th</sup> December 2022
<ul style="list-style-type: none"> <li>Pause Review &amp; Calibration</li> </ul>	13 <sup>th</sup> – 19 <sup>th</sup> January 2023
<ul style="list-style-type: none"> <li>Project Resumption</li> </ul>	23 <sup>rd</sup> December 2023
<ul style="list-style-type: none"> <li>Project Completion &amp; Handover</li> </ul>	1 <sup>st</sup> April 2024
<b>Major Known Risks</b>	
<b>Risk</b>	<b>Risk Rating (Hi, Med, Low)</b>
Out of State Taxes: Approximately half of our sites fall out of state, the tax calculations we use might not extend to out of states	Hi
Each store visited is expecting has been informed of our arrival	Med
<b>Constraints</b>	
Travel: Travel commute adds significantly to our time & costs Materials used will be factored in only after the work has been done and not before. This prevents us from operating lean	
<b>External Dependencies</b>	
<ul style="list-style-type: none"> <li>We will have to depend heavily on the OMTB Project coordination team.</li> <li>We also must rely heavily on the Verizon Bridge and remote technical team</li> </ul>	
<b>Communication Strategy</b>	
<ul style="list-style-type: none"> <li>A Group on this project has been created on the ABED Team's account.</li> </ul>	

- Engineers on site will be tracked and monitored using our field management system. Engineers and project managers will make use of the messages option on the FMS to keep updated.
- All emergencies will be escalated to a phone call.
- The project manager will attend a daily standup meeting with the OMTB Team.
- Project Manager will provide daily updates to the Project Sponsor and all relevant stakeholders

	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor	Ralph T	ralph	3 <sup>rd</sup> December 2022
Departmental Sponsor	Bayo Ray	bayor	2 <sup>nd</sup> December 2022
Project Manager	Ademola Akinbinuade	ademolaa	2 <sup>nd</sup> December 2022