

Project Title: INSTALLATION OF IP CCTV SYSTEM IN GiG BUS STATIONS

Project Sponsor: GiG Motors Ltd

Date Prepared: 17/05/2021

Project Manager: Ida Ogah

Project Customer: GiG Motors

Project Purpose or Justification:

The GiG Motors Ltd is a popular public transport company in the transportation industry. The company has been faced with fraudulent activities and antisocial behavior of some commuters and faceless individuals. Oftentimes, passengers complained about their missing items at the bus station and in most cases, it's difficult for GiG management to identify and recover those items. This occurrence of missing luggage and stealing is beginning to tarnish the image of the GiG transport business and the public transportation system in general. It is believed that the public transport system does not offer enough safety to passengers and their belongings. So, the purpose of this project is to address this security challenge in the GiG bus stations. The GiG Motors has requested the services of a technology company, IGTTTS to install the IP Cameras in their bus stations to monitor the activities of the commuters and employees on duty.

Project Description:

The GiG Motors has requested the services of a technology company, IGTTTS to install the IP CCTV Cameras in GiG bus stations to monitor the activities of the commuters and employees on duty. The project consisted implementation of a surveillance system in 3 GiG bus stations in the city of Lagos. The project will install 15 IP cameras and the required components for a functional CCTV surveillance system. In each bus station, 5 IP cameras, 1 DVR with internal SSD, and the necessary components will be installed in each of the stations. The system will have communication equipment capable of transmitting images and information from the monitored sites to the Central Management System. This system represents a part of a larger Integrated System Server that will be deployed by IGTTTS at the headquarters of GiG in Ikeja Lagos. All the different components of the overall system will be integrated from the technical point of view, sharing parts of the overall IT architecture. IGTTTS will work together with GiG technical staff to identify the strategic locations for mounting the cameras. The purpose of the measure is to have a raw backup of the recorded information from each bus station. This security surveillance system will restore people's confidence in the public transportation system and more attractive to the citizen. The system will also allow a rapid intervention of the security personnel to detect commuters with criminal behavior in the area of passengers' stations. The impact of the project will lead to an increase in the company revenue as more passengers will be willing to patronize the system.

Project and Product Requirements:

Operations

- Safety measure - The IP CCTV should be capable of increasing the safety and security of the properties, commuters, and employees within the bus station.
- Prevention - The CCTV system should be able to deter criminals.
- Crime investigation – Recorded videos and images should be of good quality and fit for purpose of aftermath investigation of the incident.

System

- The camera should monitor the luggage area and entrances
- Capable of detecting individuals approaching the luggage area
- Record movement of people and vehicles
- Can obtain images 24/7 that would enable the operator to identify an unfamiliar individual
- The cameras should be focused and point to strategic locations
- The cameras should be fitted with housing for protection against vandalism or environmental conditions.

- The cameras should be able to capture at night. That is, infrared compatible for good quality images at night time is required.

NVR

- The IP CCTV system should provide suitable export functionality to an external storage device.
- The CCTV system should be able to retain records for 120 days.
- The system should be connected to an uninterrupted power supply (UPS).
- The CCTV system, UPS, recording device, and monitor should be installed in the server room.
- The system must have a security access code to prevent unauthorized access to stored information.
- The system should have remote access control.
- The NVR should be installed with at least an 8-channel camera capability.

Acceptance Criteria:

Criteria:

The GiG motors technical unit shall review all services and deliverables to determine the acceptability of the project. If any of the services or deliverables did not conform to the contract requirements, the GiG team shall require the Contractor to repeat these services at no additional cost. The GiG team shall require the Contractor to take necessary action to ensure that future performance conforms to the contract requirements. If the Contractor fails to perform the services correctly for the second time or take the necessary action to ensure future performance in conformity to contract requirements, the GiG team shall:

- a. engage someone else to perform the services and charge the Contractor any cost incurred, or
- b. terminate the contract agreement for default.

Testing:

This project upon completion, the following test shall be performed to assess the overall functionality of the IP CCTV system as per the standards and design specifications:

Each camera must be individually tested to ensure that it transmits the correct signal and data to the operator's workstation.

The system shall be tested by at least two qualified testers approved by GiG motors. One tester shall be located at the operator workstation and the other at the camera location. Portable communication devices, such as handheld radios, shall be used for communication between the two testers. The test results shall be documented as passed or failed. Any comments regarding the abnormal operation in particular failed tests shall also be documented.

Any detected defect shall be rectified before acceptance and commissioning. The camera, associated cabling, control equipment, or software defect during commissioning shall be recorded in the commissioning report and rectified. Once rectification is complete, the equipment shall be retested and the results recorded in the project launch schedule.

Initial Risks:

During the project implementation stage, there are certain risks that this project might face and the contractor will work to mitigate those risks. These risks are:

- a. Increase in price of the components due to inflation.
- b. Failure of system installation can increase work schedule and the impact can affect the overall budget.
- c. Failure or poor network signal can slow down the process.
- d. Physical damage due to handling may occur. An insurance cover may be required.

Project Objectives	Success Criteria	Person Approving
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This is the list of preliminary success criteria presented in the charts below. The list will be expanded with changes tracked in the project management plan.

Scope:

Installation of 5 IP cameras in 3 GiG bus stations in Lagos city.	a. the number of GiG bus stations installed with IP cameras. b. the number of functional IP cameras per bus station.	Head, GiG Technical
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Time:

The IP CCTV project is to be completed within 90 days in the 3rd quarter of the year.	the number of functional CCTV systems installed at the end of the 3rd quarter.	Head, GiG Technical
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Cost:

This project shall use 197,000 USD of revenue generation.	a. Amount spent at project completion. b. Percentage difference between budget and spent amount.	Head, GiG Account
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Quality:

CCTV cameras are installed at specified GiG bus stations based on known crime statistics identified.	Level of compliance with change management.	Head, GiG Quality control unit
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Other:

<i>Any other types of objectives appropriate to the project.</i>	<i>Relevant specific measurable results that define success.</i>	<i>The name or position of the person that can sign off on the scope objectives.</i>
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Summary Milestones	Due Date
Inception meeting with GiG management for the project inauguration and mobilization	July 01, 2021
Receipt of up to date quotations for all of the work necessary to complete the Project	July 07, 2021
GiG Bus Station 1	
Commencement of installation at GiG bus station 1	July 10, 2021
Completion of the work at GiG bus station 1	July 25, 2021
Testing of bus station 1	July 27, 2021
Bus Station 1 project launch	August 02, 2021
Training of technical staff at station 1	August 03, 2021
GiG Bus Station 2	
Commencement of installation at GiG bus station 2	August 08, 2021

Completion of the work at GiG bus station 2	August 22, 2021
Testing of bus station 2	August 25, 2021
Bus Station 2 project launch	August 27, 2021
Training of technical staff at station 2	August 30, 2021
GiG Bus Station 3	
Commencement of installation at GiG bus station 3	Sept. 05, 2021
Completion of the work at GiG bus station 3	Sept. 15, 2021
Testing of bus station 3	Sept. 18, 2021
Bus Station 3 project launch	Sept. 20, 2021
Training of technical staff at station 3	Sept. 25, 2021

Estimated Budget:

List the initial range of estimated expenditures for the project.

Item	Description	Qty	Price (USD)
indoor IP Camera	IP camera (720p) for indoor	6	30,000
Outdoor IP Camera	IP camera Bullet (720p) for outdoor	9	75,000
DVR	iCloud enabled Digital Video recorder (DVR) – 8 channel	3	42,000
Power supply	DC Power supply box (9 channel)	3	15,000
SSD	SATA SSD (1TB)	1	15,000
CCTV & PoE cable	CCTV RG59 and Power over Ethernet Cable (300m)	3	9,000
BNC plug	BNC video plug	15	1500
Power Plug	male Power plug	15	1500
Training	Maintenance and simple troubleshooting guide	3	3000
Service charge	Professional fees and workmanship	1	5000
Contingencies	Inflation and oversight		
	Total		197,000

Project Manager Authority Level

Staffing Decisions:

The project manager shall at any point recommend to the GiG Director/CEO to terminate the engagement of the contractor upon violation of the contract terms or gross display of incompetence. The project manager shall supervise the activities of the contract through the project lifecycle. Upon completion of the project, the first level of approval shall be given by the project manager.

Budget Management and Variance:

The Project Managers shall verify expenses and all purchases and ensure there is value for money. The project manager shall ensure that this project is implemented in a manner that earns a good return for the firm.

Technical Decisions:

The project manager shall make necessary adjustments as it is deemed fit for optimal performance and results. All products and installation designs shall be coordinated and approved by the project manager in line with product requirements.

Conflict Resolution:

At all times, any dispute between the parties under this contract shall be resolved using this project charter legal binding arbitration of the parties hereto. The interpretation of terms and clauses used in this document shall be governed and construed under the laws of the Lagos state government. Each party shall select one arbitrator and both arbitrators shall select a third. The arbitration shall be governed by the rules of the Arbitration Association then enforce and effect.

Escalation Path for Authority Limitations:

Each party shall select one arbitrator and both arbitrators shall select a third. The arbitration shall be governed by the rules of the Arbitration Association then enforce and effect.

Approvals:

Project Manager Signature

Ogah Ida

Project Manager Name

25/06/2021

Date

Sponsor or Originator Signature

Alabi Godwin

Sponsor or Originator Name

25/06/2021

Date