# Telco Corp. Expansion
# Project Charter

**Submitted by:**

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**Project Manager**

**Orange Technologies**

# Project Name: Telco Corp. Expansion

## Summary of Project Origins and Objectives

Telco Corp. has served New York State as a regional telecommunication service provider with impressive fiber optic network that spans 1500 route miles throughout the state of New York. In addition to that, they also have 20 Point-Of-Presence (POP) locations and headquarters in Syracuse, New York. They recently acquired North Country Telephone which functions in a smaller network in Upstate New York. Acquiring the company, it has added 200 miles of fiber cable assets. To move forward with this acquisition, this project has been initialized keeping in mind the objectives of the project.

The main objectives of this project are:

- New Office space for the new employees from North Country Telephone.
- Connecting the newly acquired network with the existing networks.
- Acquiring new equipment components for the expansion.

## Business Case

Due to the expansion of Telco Corp. into a new environment, there will be various challenges faced by them. Also, an increase in the number of employee creates a demand for an increase in office space in order to accommodate them. The new network acquired will have to piggyback their existing system so that they are streamlined. The new furniture and office space will be used to accommodate these new employees. The VOIP handsets will be connected to the existing VOIP PBX. This will provide connectivity to their personal PC's.

## Organizational Context

This project is scheduled to start on 5th March 2018. The project is supposed to end before the beginning of the new Fiscal Year which is the first Monday of December.

## Sponsor: Bill Jackson, CEO, Telco Corp.

## Project Manager

- Akshit Salian, Project Manager, Orange Technologies
- Project Team: Robert Jones, Janet Smith, Tom Wright, Isabella Thomas.

## Stakeholders

- **Bill Jackson, CEO, Telco Corp.**
- **John Smith, Director of Operations, Telco Corp.**
- Sue Johnson, Purchasing Manager, Telco Corp.
- **Jack Hartman, CEO, Orange Technologies**
- Akshit Salian, Project Manager, Orange Technologies
- Robert Jones, Project Team Member, Orange Technologies
- Janet Smith, Project Team Member, Orange Technologies
- Tom Wright, Project Team Member, Orange Technologies
- Isabella Thomas, Project Team Member, Orange Technologies
- Twelve relocating employees from North Country Telephone

## Project Scope

### In-Scope Activities:
- Procure cubicle furniture to create twelve cubicle-style work spaces in the old warehouse.
- Twelve PC's will be procured and installed in the new office and will be connected to the existing RAID disk storage system located in the main server room.
- The twelve new computers will be loaded with Windows 10 Enterprise operating system, Microsoft Office Professional 2013 Suite, Microsoft Security Essentials and Adobe Creative Cloud.
- Procurement of twelve new VoIP handsets and will be connected to the existing VoIP PBX.
- Shared printing on the network will be enabled by connecting a new Kyocera multi-functional color network printer-copier with scanning and faxing ability to the network in the old warehouse.
- Each computer will have two Cat 6e cables that will be connected to the data closet in the data warehouse which will be used to connect to the new Cisco ME3400 aggregation switch.
- The Cisco 7606s will provide connectivity for Internet and external traffic.
- Two new Cisco Aironet wireless access points will provide coverage throughout the new office space.
- One Cat 6e cable will be run from each access point to the Cisco ME3400 aggregation switch in the data closet.

### Out of Scope Activities
- Only those equipment desired by the organization for this project will be procured under this budget. No additional resources will be procured.
- Moving the data from the acquired network will not be added under this project.
- Maintenance will not be covered under the scope of this project.

## Deliverables

The following key deliverable were identified and will be delivered for the project:

- **Twelve New Cubicles:** Twelve new cubicles will be determined by the procurement team and will be delivered to accommodate the new employees.
- **Twelve New Computers:** Twelve new computer will be procured for the new employees to work in the new environment. These PC's will have all the software required to successfully work at Telco Corp.
- **Twelve VoIP Handsets:** Twelve handsets will be connected to the existing VoIP PBX.
- **New Kyocera Multi-Functional printer-copier:** This will be used for Shared printing on the network.
- **Two New Cisco Aironet Wireless Access Points:** To provide coverage throughout the new office space.

## Management Constraints

- Employee leaves and unavoidable conditions of absence must be considered keeping in mind the time estimation of the project.
- Since the project is in the initial stage, no budget has been allocated at present.
- All the equipment components require time to arrive after order, there proper estimation of the time needs to be done in order to complete the project in time, also keeping in mind the delay in delivery of any component or damage.

## Assumptions

- Project activities are approved to begin on March 5,2018.
- Project will end on the first Monday of December.
- No changes will be made in the desired deliverables even if the administration changes.
- The furniture and equipment components are to be arrived on time and there will be no damaged goods.
- All the stakeholders will be present for the initial team meeting.

## Initial list of Potential Risk

There is various risk that could cause the failure of the project. The various risks have been identified based on the triple constraint which is time, money and scope. The potential risks are:

- It is difficult to arrange meeting and resources during vacation period. Proper planning will be done to provide sufficient lead time to ensure that project milestones are completed so that vacations or organizational communication lag time can be accommodated.
- The furniture and equipment component take a lot of time to arrive. Thus, they can be a risk in delay of delivery or that there are damaged goods in them.

- Get the team member up to date when they arrive after their vacation so that there is no miscommunication between them.

## Quality Management Approaches

- The procured equipment components and the furniture will be ordered keeping in mind the existing furniture and infrastructure of the office.
- The new equipment components that arrive will be installed and tested to ensure smooth working of the individual components and will be checked for quality assurance.
- All the deliverables will go through User Acceptance Testing to ensure that standard and acceptable quality has been achieved.
- Ongoing project quality management will be incorporated into status reporting and team reviews.

## Roles for Decisions, Policy, Approvals

**Ultimate Approval at all project levels:** Bill Jackson, CEO, Telco Corp.
**Approvals for the project:** John Smith, Director of Operations, Telco Corp.
**Project Budget:** Bill Jackson, CEO, Telco Corp.
**Project Plan:** John Smith, Director of Operations, Telco Corp. and Akshit Salian, Project Manager, Orange Technologies
**Project Milestones:** Akshit Salian, Project Manager, Orange Technologies and the Project team.
**Project Scheduling:** Akshit Salian, Project Manager, Orange Technologies
**Administration and Procurement:** Sue Johnson, Purchasing Manager, Telco Corp.
**Furniture and component:** Procurement Team.

## Communication

An initial team meeting will be convened to discuss ongoing intervals of subsequent status meetings and status reporting for smooth functioning of the project.

## Approval of this Charter

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|---|---|
| Bill Jackson | Date: |
| John Smith | Date: |
| Sue Johnson | Date: |
| Jack Hartman | Date: |
| Akshit Salian | Date: |
| Robert Jones | Date: |
| Janet Smith | Date: |
| Tom Wright | Date: |
| Isabella Thomas | Date: |