Scope of Work
1) Rack Mounting, Labelling (Serial No. / Asset ID), Tagging , Pre installation & Post installation snap to be submitted along with Installation Report.
2) Onsite resource need to coordinate with OEM for replacement in case of DOA or RMA
3) LAN Cables to be provided by partner if required
4) FE has to update existing switch serial no. in IR
5) FE will call Central SPOC at Belapur and will configure switch with IP to provide telnet / console to Central IDBI SPOC.
6) 2 days prior schedule with engineer details need to share with IDBI team to arrange downtime from branches.

	IDBI Bank – All_Branch's_SW_Replacement Project						
	Branch Location Switch Replacement – Sign-off						
Date :				**State:**			
	Activity Details						

Sr. #	Tasks			Start Time	End Time	Remarks	
1	Confirmation from Branch SPOC' Prerequisites & Functionality						
2	Physical pre-requisites check						
3	Tagging of cables connected to existing switch						
4	Unboxing and BOM Verification						
5	Rack mount new switch and power on – Check for any errors						
6	Management IP address, Subnet mask and Gateway Config.						
7	Conenct router uplink and other cables on switch. Confirm connectivity with central team						
8	Identify switch in NMS & Push remaining configuration as per define template						
9	UAT – Confirmation from Branch SPOC post UAT						
10	Printing		☐ Yes	☐ No			
11	Applications:		☐ Yes	☐ No			
12	Emails		☐ Yes	☐ No			
13	FTP		☐ Yes	☐ No			
14	Internet Browsing		☐ Yes	☐ No			
15	Bio-Metric Application		☐ Yes	☐ No			
16	CC'TV		☐ Yes	☐ No			

	Inventory Details						
Branch Name & SOL	PO No.	Old Switch Make & Model	Old Switch Asset ID	New Switch Make & Model	New Switch serial no.	New Switch Asset ID	Replaced / Installation Date
	ITD/PO/Airtel/22-23/170						

Remarks		
Eng Name:	Branch Name-	Branch Manager Name
Eng Mob #:		Branch
Eng Sign:		Bank Manager Sign: