

**Memo**

Date: June 22, 2016

To: Shawn Laird

From: Bridg Moreland

Subject: Project Agreement Memo Physical Security System Upgrade

**Business Purpose**

The intent of this project is to upgrade WINDSX to a current supported version. In the process, we'll migrate the server and the applications to Windows 2012 R2 and SQL Server 2014 SP1 CU6. Both WINDSX and Easylobby applications will be migrated to the new server.

**Assumptions / Boundaries**

Assumptions

* If there are any issues with implementing the new system, we have a backup plan of utilizing the current system.
* After the product is installed, configured and the policies are defined we will analyze the configuration in order to create the MRA remediation strategy.

Boundaries

* This project will rely on external vendor Baker Group for the implementation and configuration of the WINDSX application.

**Project Deliverables/Major Milestones**

* Installation and configuration of WINDSX and EASYLOBBY.
* Addressing physical security system software support.
* Updating legacy infrastructure platform.

**Project Costs**

$15,680 Estimated Staff time

**Resource Commitment**

Committed

*IT-Resources*

*Bibidh Bista 10 days*

*Jon Skelton 1 day*

*Sylvan Furness 10 days*

*Gaurav Mastakar 10 days (shadowing as time permits)*

*Mike Sondgeroth 10 days*

*Craig Kickbush 10 days (shadowing as time permits)*

*Larry Fiebelkorn 2 days*

*Andrew White 1 day*

*Contract Resources*

*Baker Group 3 day*

**Amendment Provision**

Any changes to this document must be made by joint agreement of all parties to this agreement, and are to be made using the Project Amendment Form. An amendment will result if any deviation of the expected tasks outlined in the agreement causes a delay in the project completion date by 60 days or a change exceeding 20% in costs. An amendment will also result if a business requirement specified in this agreement is changed.

**Approvals**

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IT Sponsor – Agreement Memo Approved Date

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IT Sponsor – Agreement Memo Approved Date

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Business Sponsor – Agreement Memo Approved Date