PROJECT CHARTER
THE MAXWELL MEMORIAL LIBRARY PATRON TECHNOLOGY UPGRADE PROJECT

PANGARO CONSULTING LLC
BLAINE KILLEN
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FEBRUARY 4TH, 2013

PROJECT CHARTER

Project Manager
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Project Description
Pangaro Consulting LLC will design and implement a computer network and equipment upgrade to the Public Research Computer lab in Maxwell Library located in Camillus, New York. The projects overall objectives are to enlarge the lab by replacing the equipment and furniture in the public area, to enhance the speed of the Internet, to provide better shared printing facilities, and provide wireless Internet access to library patrons. The project has been approved by Pangaro CEO Art Sasur and begins on Monday, February 4th of 2013 with a soft ending date of Monday, May 20th of 2013.

Project Success Criteria
The upgrades to the computer lab must meet all written specifications, be thoroughly tested, and completed near the soft completion date. The specifications approval must come from the CEO as well as the primary stakeholders listed below.

Project Deliverables
- Install 10 new PCs in the Research Room
- Install a new multi-functional printer-copier and connect it to the new network with shared printing enabled
- Connect the new computers using cables to a newly-wired peer-to-peer network centrally located in the director's office next door along with the Director's computer which will not be visible to public users
- Install correct routing hardware systems that connect to a Cable modem provided by the Broadband Cable service "Road Runner Business Class" that serve as the network infrastructure for the network mentioned above
- Connect a network switch to the remote router and connect all the computers in the lab to that switch
- Connect two wireless access points to the network switch in the lab
- Load new computers with Microsoft Office 2010, Windows 7, McAfee Anti-Virus, and Deep Freeze software
- Furnish lab with five 72-onch by 30-inch computer tables plus chairs that contain two special computer holders each

Project Budget
Maxwell Library will pay a total of $600,000 for the entire project, with the flexibility for more funds when needed. The majority of the project costs include manual labor. Half of the payment will be received upon project initiation and the other half upon completion.

Project Team Members
Bill Rushman- responsible for wiring and wireless access point installation and connecting the new PCs to the network
Denise Bonney- responsible for setting up the initial network configurations for the Director's office, research lab and shared printer
Alison Hatch- responsible for moving the old equipment to a temporary location, moving and setting up the new furnishings, and loading required software on to the new PCs

Project Phases
1. Move old equipment and furnishings to a temporary area and set up for functional use
2. Install router in the Director's office and connect cables running to the labs network switch to it
3. Configure peer-to-peer network and hide the Director's computer from the publics view
4. Furnish lab according to design specifications
5. Install the new PCs in to the furniture's computer holders
6. Connect the new PCs to the network switch and configure two public wireless access points
7. Load new computers with required software
8. Install a new multi-functional printer-copier and enable network sharing
9. Test PCs and network configurations to the specified standards
10. Train library staff to use the new systems and provide them with appropriate documentation, and dispose of old lab equipment

Project Assumptions
- Moving the old lab PCs to a functional temporary location will be completed the first week from 5:00 pm Saturday to when the library opens on Monday morning
- The furnishings and other equipment components arrive on time and have no malfunctions during the entire project
- The current wiring structure can support the new network infrastructure to be implemented
- The staff will willingly work on holidays, weekends, and evenings in return for time off
- Road Runner's Broadband Service can support the new network load placed on it
- The furniture will all fit in the lab space provided
- The library staff will understand how to use the new information systems

Project Constraints
Many bottlenecks are present in the process that heavily relies on the previous objectives to be completed to proceed. Public computer use at the library cannot be interrupted; meaning the relocation of the old lab has to take place in one weekend. The timeframe in which the Staff can work is only during the specified bonus time outlined by Pangaro procedures, which adds to increased stress to successfully meet deliverables before the library opens to the public. The staff members pre-planned vacation times slow the momentum at which the project can accelerate to during the process.

Project Stakeholders
Art Sasur, CEO
Kathy Morris, Library Director and Sponsor
Dick Smith, Business Manager
Blaine Killen, Project Manager
Bill Rushman, Team Member
Denise Bonney, Team Member
Alison Hatch, Team Member

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____ Date:_____
Kathy Morris
Library Director, Maxwell Library

Approved by the Project Stakeholders:

_____ Date:_____
Art Sasur
CEO, Pangaro Consulting LLC

_____ Date:_____
Dick Smith
Business Manager, Maxwell Library

_____ Date:_____
Blaine Killen
Project Manager, Pangaro Consulting LLC

_____ Date:_____
Bill Rushman
Team Member, Pangaro Consulting LLC

_____ Date:_____
Denise Bonney
Team Member, Pangaro Consulting LLC

_____ Date:_____
Alison Hatch
Team Member, Pangaro Consulting LLC