**Network-as-a-Service Runbook**

***MOE Pre-Work Checklist***

**<NaaS Operator’s Name>**

**

*<Release Date>*

# Site Data

|  |  |  |  |
| --- | --- | --- | --- |
| Site Name |  | Site ID |  |
| Site Address |  | **Coordinates** |  |
| Region |  | **City** |  |
| Site Owner Name: |  | **Company:** |  |
| Site Owner email: |  | **Site Owner Phone:** |  |

# Field Supervisor

|  |  |  |  |
| --- | --- | --- | --- |
| Site Field Supervisor: |  | Installation Company: |  |
| Company |  | **Field Technicians:** |  |
| Phone |  | **Phone:** |  |

# Warehouse

|  |  |  |  |
| --- | --- | --- | --- |
| Warehouse Keeper: |  | Warehouse Address: |  |
| Company: |  | **Purchase Orders:** |  |
| Phone |  |

# Design Responsible

|  |  |  |  |
| --- | --- | --- | --- |
| RAN LLD Responsible: |  | TX LLD Responsible: |  |

# MOP Responsible

|  |  |  |  |
| --- | --- | --- | --- |
| RAN MOP Responsible: |  | TX MOP Responsible: |  |
| Scripts Responsible: |  | **ATP Responsible:** |  |

| **Pre-Work Check List** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Prerequisites** | **Date of Completion** | **Checked** | **Activity** | **Expected Day of Completion** | **Checked** |
| BoQ |  |  | Waybill |  |  |
| Equipment Arrival |  |  | Receiving and Inspection Report |  |  |
| Installation Schedule |  |  | Transportation Routes |  |  |
| Site Owner Identification/ Access Request |  |  | Site Access Permits |  |  |
| Vendor Installation Guidelines/ RAN LLD |  |  | Site RAN Installation MOP |  |  |
| Vendor Installation Guidelines/TX LLD |  |  | Site Transport Installation MOP |  |  |
| TX LLD |  |  | Site Commissioning Script |  |  |
| TX LLD |  |  | Site Integration MOP |  |  |
| ATP Criteria |  |  | Site ATP Document |  |  |