

Project Charter

Fidel Rivera

Telergy Expansion: PrimeLink

Syracuse University

**Project Charter:** April 3<sup>rd</sup>, 2023

**Project Name:** Telergy Expansion Via PrimeLink

**Summary of Project Origins and Objectives:**

In a recent acquirement of the telecommunications company PrimeLink, Telergy will expand its telecommunications network as well as the staff size of the company. Over 1500 miles of fiber cable as well as 14 new employees will be added to their arsenal, all from PrimeLink with the objective of strengthening the already strong network provided to users. Telergy's CEO Carl Farone is hiring a contracting company to execute and plan all operations on their behalf, with their approval of course. That contracting company is us (Project 44). CEO of Project 44 Linda Longmore has assigned I, Fidel Rivera, to be the project manager for this project as well as 5 team members. The objective of the project is to seamlessly add the already existing infrastructure (1500+ miles of fiber cable in a rural area that Telergy does not already serve, as well as 9 Point-of-Presence locations) to their network, as well as smoothly transition fourteen new employees to an acceptable office space in their already existing warehouse.

**Sponsor:** Telergy CEO Carl Farone

**Project Manager:** Fidel Rivera (Project 44)

**Stakeholders:**

- Carl Farone, Chief Executive Officer
- Tim Buckley, Director of Operations
- Suzanne Smith, Purchasing Manager
- Linda Longmore, Chief Executive Officer
- Fidel Rivera, Project Manager
- Mimi Vespa, Team Member
- Hannah Thomas, Team Member
- Robert Tutone, Team Member
- John Fontaine, Team Member
- Dan Shannon, Team Member

**Project Scope:**

Ultimately, I, Project 44, Tim Buckley & Suzanne Smith will be responsible in ensuring that the all in-scope activities can be executed in a timely manner.

**In Scope:**

- Communicate with PrimeLink for map and layout of preexisting fiber cable network, as well as maintenance strategies.
- Assign shifts which meet project deadlines as well as honor both "Late Shift" modified hours and scheduled vacation times from each employee.
- Ensure orders for all materials necessary to conduct expansion operations are placed accurately and in a timely manner, as well as constant communication with the suppliers on status updates for all materials.

- Ensure stages of project are completed within reasonable times, so progress can move forward smoothly both in fiber cable connection+ expansion, as well as office spaces for new employees.

**Out of Scope:**

- Telergy nor Project 44 will be responsible for personal customization of hardware, software, or office spaces per employee. All modifications employees wish to make are between the employee and telergy, all fourteen new office spaces will be the exact same in terms of specifications.
- Project 44 will not be responsible for granting any additional requests or changes to previous requests of time off, all inquiries about time off shall go directly to telergy.
- Project 44 will not work with scheduling for employees if they do wish to work overtime hours, as the current project dimensions prohibit overtime hours. All requests for overtime will go directly to telergy.
- We will not provide maintenance to PrimeLink's current fiber cable network if something is malfunctioning unless absolutely necessary for the sake of connecting the two networks together.

**Deliverables:**

- Project 44 will ensure the fiber cables and network infrastructure in general will be merged smoothly and information regarding future maintenance and any map layouts will be provided.
- All fourteen office spaces will be built with the same specifications, hardware and software within the deadlines provided.
- Communication will be provided to all persons necessary involving relevant steps throughout the project.
- All fourteen employees will have the tools necessary for a smooth transition into their new roles.

**Management Constraints:**

- We may not be able to work as efficiently with the requests for time off. They will be honored, but the project will be hindered, nonetheless.
- The late hours will also constrain the project slightly, but again they must still be honored.
- There isn't much progress that can be made while we wait for the materials to be delivered to the respective warehouses, so day to day operations may move slightly slower during this time period.
- We may be constrained by pending approvals from the suppliers, local government in terms of permits for construction of this nature to happen, and other deadlines essential to the scope of the project.

**Assumptions:**

- It will be assumed that Telergy will cover all expenses for this project in terms of supplied and resources.
- It is assumed that all major steps taken, or any potential changed to the scope, cost or time of the project will directly be reported to telergy and will happen based on their approval.

- We will assume that Prime Link’s current fiber optic network is in well enough condition to work with when it comes to connecting the fiber cable networks together.

**Potential Risks:**

- PrimeLink’s current fiber cable network may need maintenance essential to the connectivity of the networks, which can change the scope and cost of the project.
- Approvals and permits for construction may take longer than expected, which can change the time we have for the project and may ultimately cause a ripple affect with other assignments that need to be completed.
- Supplies for fiber cable connectivity as well as office spaces for the new employees may experience delays in delivery, which will tighten our amount of work to do before the deadline.

**Quality Management Approaches:**

- We will prepare the area that the office spaces will be constructed in as much as possible while the materials are being sent over.
- We will make sure all time that employees take off during the duration of the project is covered by other team members. Whatever specific deliverables assigned to that person will be taken care of by the rest of the team in that person’s absence
- We will construct one office space at a time and make sure it is fully functional without issues before the second office space is started.

**Communication:**

- Any major phases of the project will be communicated to all team members through email with ways to contact myself as well as all other team members if any specific questions arrive
- Day to day check-ins will occur on Slack to ensure everyone is meeting deadlines and expectations. Group meetings will occur weekly at a time that works for all team members once availability is known.

**APPROVAL OF THE CHARTER:**

Carl Farone, Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Tim Buckley, Director of Operations: \_\_\_\_\_ Date: \_\_\_\_\_  
Suzanne Smith, Purchasing Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Linda Longmore, Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Fidel Rivera, Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Mimi Vespa, Team Member: \_\_\_\_\_ Date: \_\_\_\_\_  
Hannah Thomas, Team Member: \_\_\_\_\_ Date: \_\_\_\_\_  
Robert Toone, Team Member: \_\_\_\_\_ Date: \_\_\_\_\_  
John Fontaine, Team Member: \_\_\_\_\_ Date: \_\_\_\_\_  
Dan Shannon, Team Member: \_\_\_\_\_ Date: \_\_\_\_\_