

Lab 9.1.2 Editing and Organizing the Existing Information

Objective

- Collect and organize information into a network proposal.

Expected Results and Success Criteria

Before starting this lab, read through the tasks that you are expected to perform. What do you expect the result of performing these tasks will be?

What are the benefits of the systematic and thorough recording and collecting of information in the preparation of a project proposal?

Background / Preparation

Having tested the proposed network design using a prototype, you will now collect information from the RFP in Chapter 2 and previous PPDIOO labs to create a network proposal. In this lab, you will prepare an outline for the FilmCompany network upgrade proposal. You will do this by assembling portions of the proposal from the information that you compiled from earlier labs and saved in your portfolio.

Step 1: Collate and organize the information

- Gather and read through all the project documents that you created in previous labs.
- Ensure that multipage documents are together and that the pages are in the correct sequence.

Step 2: Review the existing information

Ensure that the documents are complete and contain the information specified. Any incomplete documents, or missing information that was not recorded at the time of that lab, now need to be checked and included at this stage.

Step 3: Organize the information

A project proposal typically contains the following sections:

Section	Description
Executive Summary	Discusses the project goals and project scope at a high level. This section demonstrates that the network vendor understands the extent of the project and the role of the network in meeting the business goals. The goal of the summary is to convince the decision-makers of the business benefits of the design. This section is typically one to two pages long.

Network Requirements	Reviews the business goals and network requirements, including users and applications that need to be supported. This section often lists the business goals, in order of priority, with critical goals marked. This section includes the topologies; protocols, hardware, software, and training that are required to meet the business goals.
Current Network Environment	Documents the state of the existing network. This section includes physical and logical diagrams and the IP addressing scheme. The section summarizes the results of the network characterization, including strengths and weaknesses of the existing network. It also documents the user community and applications currently in use, based on the network characterization.
Proposed Physical Design	Describes the physical layout of the proposed design. This section documents trade-offs made to accommodate business goals and technical requirements. The section describes the features and recommended uses for the technologies and devices proposed for the new network design. This section documents the new WAN service and new network equipment. The section also includes proposed network diagrams.
Proposed Logical Design	Describes the logical topology of the proposed network. This section documents any proposed addressing and naming conventions. It describes the routing and switching protocols recommended for the planned network. This section includes recommended security mechanisms and products that support the security policy of the business. The section may include information on recommended network management procedures and applications.
Implementation Plan	Provides a detailed list of the tasks that must be performed to install and implement the new network. This section includes tasks, steps, time required, and proposed schedules.
Cost Proposal	Provides cost proposal for equipment, software, installation, and ongoing support.

Important notes about the Executive Summary:

- The Executive Summary is presented first because it provides the reader with an overview of the complete proposal. The proposal will be read by people with different roles and requirements. These may include managers; network engineers and technicians; marketing and sales consultants; and finance and accounting personnel. By reviewing the Executive Summary first, readers can then decide whether to read through the complete document or read only those sections that apply to their role.
- Although presented first, the Executive Summary cannot be written until the rest of the proposal document has been compiled. This section is therefore the final section to be written.

Organize the information into the required sequence.

Step 4: Edit and finalize the information

- a. Review all the materials to ensure that they are complete. It is important that the FilmCompany management and technical staff are able to easily find and understand the material contained in the proposal. A disorganized or incomplete proposal can cause the customer to choose another contractor to complete the project.
- b. Ensure that all the information has a consistent format and style. If necessary, edit or rewrite sections so that the proposal has the appearance of a single document and not a set of separate documents.
- c. Complete diagrams and other graphics and finalize what is to be included in the proposal.

- d. Clearly note those sections of the proposal that have to be completed; these sections will be compiled in the following labs.
- e. Save the word processing documents and file the hardcopy information in your portfolio.