# Global Badge Project Plan

## 1. Objective

To consolidate multiple badge systems across Stamford, Houston, London, and OVA into a unified, secure, and mobile-compatible framework. The project aims to improve interoperability, reduce support overhead, and enable seamless access and printing across locations.

## 2. Timeline Table

|  |  |  |
| --- | --- | --- |
| Phase | Activity | Target Dates |
| Discovery | Assess current badge systems, encryption standards, and hardware | Oct 13–Oct 20, 2025 |
| Planning | Define master badge specs, coordinate with IT and Facilities | Oct 21–Oct 31, 2025 |
| Testing | Initial rollout and testing of master badge and readers | Nov 1–Nov 30, 2025 |
| Implementation | Deploy Bluetooth readers, decommission legacy systems | Oct 2026 |
| Review | Evaluate performance, user sentiment, and support ticket reduction | Nov 2026 |

## 3. Project Phases & Activities

### Discovery

* Review existing badge systems and encryption protocols
* Identify compatibility issues with mobile apps and printers
* Interview Facilities and IT teams

### Planning

* Define master badge format (photo ID, cross-site access)
* Plan hardware upgrades (Bluetooth readers, Canon printers)
* Align with Brivo system requirements

### Testing

* Pilot badge rollout in one location
* Validate encryption and access workflows
* Collect feedback from users and Facilities

### Implementation

* Deploy Bluetooth-enabled badge readers across sites
* Decommission legacy phone badges
* Standardize Canon printer badge readers

### Review

* Measure reduction in badge-related support tickets
* Assess encryption compatibility and user satisfaction
* Finalize documentation and training materials

## 4. Key Deliverables

* Master badge specification document
* Encryption compatibility matrix
* Pilot test report
* Deployment checklist
* Final rollout and training guide

## 5. Metrics to Track

* Number of sites with Bluetooth badge readers
* % of users transitioned to master badge
* Number of support tickets related to badge issues
* Encryption compatibility score
* User satisfaction ratings

## 6. Key Players

* Michael Nelkens – IT Infrastructure Stakeholder
* Curtis – Facilities Project Lead
* Isadore Johnson – Project Manager
* Facilities Team – Badge hardware and access workflows
* Testing Team – Pilot and validation

## 7. Sprint Schedule

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| --- | --- | --- | --- | --- |
| Sprint | Dates | Goals | Resources Used | Outputs |
| 1 | Oct 13–Oct 20 | Discovery, system assessment | Isadore, Curtis | Badge system inventory |
| 2 | Oct 21–Oct 31 | Planning, badge specs and hardware coordination | Isadore, Facilities, IT | Master badge spec, upgrade plan |
| 3 | Nov 1–Nov 30 | Testing, pilot rollout | Testing Team, Facilities | Pilot report, feedback summary |
| 4 | Oct 2026 | Implementation, full deployment | Facilities, IT | Bluetooth readers deployed |
| 5 | Nov 2026 | Review, performance and sentiment analysis | Isadore, Curtis | Final report, training guide |