FiberTel Office Furnishing and Installation

Project Charter

Submitted by:

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Summary of Project Origins and Objectives:

FiberTel, a regional telecommunications service provider has acquired Adirondack Telephone, a family-owned service provider. Under the terms of the acquisition, (10) employees of Adirondack Telephone will be relocating to FiberTel headquarters at Dewitt, NY. The project objectives are to provide an office space for the new employees, provide LAN connectivity to company resources, and provide an access to the VoIP PBX. FiberTel has selected and awarded the contract to Orange Technologies for implementing the entire project.

Business Case:

The objectives mentioned above are the primary objectives which shall be achieved while implementing the project. By fulfilling these objectives, FiberTel will be able to achieve new workspace as an extended office in place of old warehouse for 10 new employees. The workspace shall include:

- Furniture
- PC's with installed operating system software and required software(s)
- VoIP handsets with a connectivity to the entire office
- New printer-copier device

All the required data entry of FiberTel and Adirondack Telephone's asset data will be performed into the new upgrade system being provided by MetroTech.

Project Scope:
In-Scope Activities:
- Ordering new furniture to create 10 cubicle-style work spaces, ensuring that the new furniture is of the same make, model and color as existing furniture at the headquarters facility.
- Obtaining and installation of 10 PC's, which will have connectivity to the existing RAID disk storage system
  - Installation of Windows 10 Enterprise operating system, Microsoft Office Professional 2013 Suite, Microsoft Security Essentials and Adobe Creative Cloud
- Obtaining and installation of 10 VoIP handsets having connectivity to the existing VoIP PBX
- Connection of a new Kyocera multi-functional color network printer-copier with scanning and faxing ability, allowing shared printing

- Procuring 20 Cat 6e cables (2 for each PC), that will be connected from workstation to a data closet in the old warehouse where they will be connected to a new Cisco ME3400 aggregation switch. Existing multimode fiber will be used to connect the aggregation switch in the data closet to the main server room where it will be connected to Fiber Light's main router (Cisco 7606s)
- Procuring (2) new Cisco Aironet wireless access points for overall coverage, that use WEP encryption for Wi-Fi access
  - Availing 2 Cat 6e cables (1 for each wireless access point) from each access point to the Cisco ME3400 aggregation switch in the data closet.
- Installation of Linux server provided by MetroTech in the main server room
  - Configuration of server
  - Implementation of new OSS
  - Performing all required data entry of FiberTel's and Adirondack Telephone's asset data

Deliverables:

1. Furniture to create 10 cubicle-style work spaces
2. 10 installed PC's
   2.1. PC's to be connected to existing RAID disk storage system
   2.2. PC's to be loaded with Windows 7 Enterprise operating system, Microsoft Office Professional 2013 Suite, Microsoft Security Essentials and Adobe Creative Cloud
3. 10 VoIP handsets
   3.1. VoIP handsets to be connected to existing VoIP PBX
4. A connected Kyocera multi-functional color network printer-copier with scanning and faxing ability
5. 20 Cat 6e cables (2 for each PC) and a Cisco ME3400 aggregation switch
   5.1. Cat 6e cables will be connected from each workstation to the Cisco ME3400 aggregation switch in the data closet
6. Connection of aggregation switch in data closet to main router - Cisco 7606s using existing multimode fiber
7. WAN connection
   7.1. Firewall protection for the WAN connection

8. 2 Cisco Aironet wireless access points using WEP encryption for WiFi access
   8.1. 2 Cat 6e cables connecting each access point to the Cisco ME3400 aggregation switch in the data closet

Sponsor: Bill Jackson, CEO, FiberTel

Project Manager: Pratyush Kulwal

Stakeholders:

- John Smith, Director of Operations, FiberTel
- Sue Johnson, Purchasing Manager, FiberTel
- **Jack Hartman, CEO, Orange Technologies**
- **Tom Ball, Primary Point of contact, MetroTech**
- Bob Adams, Data Networking Expert
- Mary Ryan
- Jessica Thompson

Roles and responsibilities of team members:

- John Smith, Director of Operations, FiberTel: John will act as the primary point of contact for the project and he will be working directly with vendors and providing feedback to Bill Jackson, CEO of FiberTel
- Sue Johnson, Purchasing Manager, FiberTel: Sue Johnson will handle all administrative tasks associated with the reward and execution of the contract
- Bob Adams, Data Networking Expert: Bob Adams is Orange Technologies' data networking expert and is very proficient in the installation of data networking equipment, cabling and VoIP telephone systems
- Mary Ryan: Mary Ryan will look into the ordering and procurement of all the furniture, PC's and all other hardware, making sure that all the ordered goods are in good condition and are supplied on time
- Jessica Thompson: Jessica Thompson will be looking into the infrastructure design, furniture placement, PC's installation, and setting up of cables correctly.

Assumptions:

- Work will commence on March 2, 2016
- Installations and removals will occur during the modified "swing" shift, i.e. from 3 pm to 11:30 pm (with ½ dinner break) on Monday through Friday only, to minimize interruption during normal working hours
- MetroTech will provide a Linux server that is to be installed in the main server room. The installation of the server will be completed no later than September 14th
- Furniture for new employees takes 6 weeks to arrive after order
- All other equipment components take 3 weeks to arrive after order
- MetroTech's new system will provide a very easy transition path to the new system
- The expected start date of the new employees is December 14th, 2016

Initial list of Potential Risks:

- Compatibility issues could be faced while incorporating the data entry of FiberTel and Adirondack Telephone's asset data into the new system by MetroTech
- The exact same make and style of furniture may or may not be available at the vendor

Quality Management Approaches:

As the tried and tested quality of furniture, Cat 6e cables and Cisco ME3400 aggregated switches are being used, quality management will be achieved. Also, the data networking expert of Orange Technologies, Bob Adams will make sure that quality is not compromised at any step in the project.

Ongoing project quality management will be incorporated into status reporting and team reviews.

Communication:

An initial Team meeting will be convened to discuss ongoing intervals of subsequent status meetings and status reporting.

Approval of this Charter:

Bill Jackson: _____Date: _____

Jack Hartman: _____ Date: _____

Bob Adams: _____ Date: _____

Tom Ball: _____ Date: _____

Sue Johnson: _____ Date: _____

Mary Ryan: _____ Date: _____

Jessica Thompson: _____ Date: _____

John Smith: _____ Date: _____

Pratyush Kulwal: _____ Date: _____