

Project 44

Fiber Light Office Expansion

Project Charter

Submitted by:

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Project Manager
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Project Description:

The Fiber Light Expansion Project aims to repurpose and furnish a portion of the warehouse and convert it to office space to accommodate the newly acquired Wilmington Telco. The project includes ordering and installing cubicle furniture, laptops, VoIP handsets, a Kyocera multi-functional color network printer-copier, and wireless access points. The team will also need to purchase and install a new Ciena 3926 aggregation switch and extend the LAN and VoIP phone systems to accommodate the new team members. The project should be completed by January 9th, 2023, which is the expected start date of the new employees.

Project Objectives:

1. Successfully furnish and equip the new office space to accommodate the new team members from Wilmington Telco.
2. Extend the LAN and VoIP phone systems to accommodate the new team members.
3. Ensure that all equipment is installed and configured correctly.
4. Ensure that all equipment and software is of the same make, model, and color as existing equipment at the headquarters facility.
5. Complete the project by January 9th, 2023.

Business Case

Implementation of this project will help Wilmington Telco integrate 12 new employees into Fiber Light. Employees will relocate to DeWitt, New York. It will strengthen the rural fiber optic cable network in upstate New York. The network adds 1250 miles of fiber optic cable and eight Point of Presence (POP) locations to the fiber footprint.

Organizational Context

This project aims to onboard new employees joining Wilmington Telco after being acquired by Fiber Light, along with the infrastructure and tools. By developing office space in the company's existing warehouse, it aims to provide new employees with the infrastructure, tools and equipment to work for the organization.

Project Manager:

Pralhad R Vaishnav, Project Manager, Project 44

Stakeholders: *(names in bold = Primary Collaborators)*

- **Michelle Johnson, CEO, Fiber Light**
- **Tom Serafino, Director of Operations, Fiber Light**
- **Lynn Pirro, Purchasing Manager, Fiber Light**
- Rex Blackmore, CEO, Project 44

Project Scope:
In-Scope Activities:

- Develop a 12-cabin style workspace under the same brand as Fiberlight existing furniture.
- Procurement and installation of his 12 laptops with cloud storage solutions
- Additionally, the computer is loaded with the Windows 11 Enterprise operating system, Microsoft Office 365.
- Procurement and installation of 12 of his VoIP handsets with PBX connections.
- Install a Kyocera multi-function color network printer copier with scan and fax capabilities. capacity.
- Purchase and install Ciena 3926 aggregation switches and connect Cat 6e cables from 12 cabin workstations to Fiber Light's main routers (Cisco 7606s).
- Deploy four Cisco wireless access points with WPA2 encryption for Wi-Fi access. A single Cat 6e cable runs from each access point to his Ciena 3926 aggregation switch in Data closet

Out of Scope Activities:

- Network access testing and end-to-end connectivity testing for all 12 cabins. (in order to latter term)
- Quality control of ordered furniture and inventory for warehouse offices. (for later phases).
- You will need to select a tax return accounting firm for the above project (at a later stage).
- Onboarding information from Wilmington Telco employees to Fiber Light employees Portal.
- Office space for new employees to work until new office space is developed.

Project Deliverables:

- 12 cubicle-style workspaces with new cubicle furniture of the same make, model, and color as existing furniture.
- 12 laptops loaded with Windows 11 Enterprise operating system and Microsoft Office 365 and connected to the existing cloud storage solution.
- 12 VoIP handsets connected to the existing VoIP PBX phone system.
- A new Kyocera multi-functional color network printer-copier with scanning and faxing ability connected to the network in the old warehouse area.
- A new Ciena 3926 aggregation switch purchased and installed in the data closet in the old warehouse area.
- 4 new Cisco wireless access points providing coverage throughout the new office space.
- LAN and VoIP phone systems extended to accommodate the new team members.

Project Constraints:

- Work must be done during a modified “Late Shift” from 6:00 pm to 11:30 pm (with ½ dinner break) on Monday through Friday, and no access is generally permitted on Saturday or Sunday.
- Project 44 has a staff work policy that limits all employees to working no more than 40 hours per week. No overtime is allowed.
- The project must be completed within the given time frame of April 4, 2023, to December 31, 2023, without exceeding the budget of \$200,000.
- All hardware and software must be integrated with the existing system and compatible with Fiber Light's cloud storage solution.
- The new furniture must be of the same make, model, and color as existing furniture at the headquarters facility.

Assumptions:

- The Procurement Department will handle administrative tasks associated with the purchase and execution of the contract.
- The new furniture will be of the same make, model, and color as existing furniture at the headquarters facility.
- The 12 employees from Wilmington Telco will be relocating to the headquarters in DeWitt, NY, on January 9th, 2023.
- The project team will consist of six members who will work on the project within the working hours.
- The hardware and software will be compatible with Fiber Light's existing infrastructure.
- The wireless access points will use WPA2 encryption for Wi-Fi access.

Initial list of potential risks

1. Summer is a difficult time to arrange meetings and resources. every effort is made Provide ample lead time to ensure project milestones are completed and leave and time off organizational communication latency can be taken into account.
2. Inventory must be pre-ordered and requires a completed SLA. It could be delays in inventory shipment fulfillment due to holidays, summer holidays, or unforeseen circumstances, delays in supplier supply management systems.

Quality Management Approaches

It is imperative that the furniture and infrastructure being built are designed to match Standard for fiber light models. Additionally, hardware and software setup must be performed. Tested by the Project 44 test team. End-to-end connectivity to hubs, networks, and Wi-Fi Managed by the Project 44 technical team.

Roles for Decisions, Policy, Approvals

- **Ultimate Approval at all project levels:** CEO Michelle Johnson
- **Primary Point of Contact:** Tom Serafino
- **Purchasing Manager and Administration Work:** Lynn Pirro
- **Project 44 CEO:** Rex Blackmore
- **Project Manager:** Pralhad R Vaishnav

Communication:

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

Approval of this Charter:

CEO Rex Blackmore:	Date:
Isabella Smith:	Date:
Art Peters:	Date:
Bob DeSantis:	Date:
Nick Thomas:	Date:
Caroline Jansen:	Date:
Shreyas S Tekawade, Project Manager:	Date: