



Fiber Lights Warehouse to Office Space Development Project

Project Charter

Submitted by:

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Project Charter – 02/26/2023

Project Name: Fiber Light's Warehouse to Office Space Development Project

Summary of Project Origins and Objectives:

In an effort to onboard the employees of Wilmington Telco within Fiber Light, CEO Rex Blackmore has initiated this project. Primary among the objectives is to repurpose and furnish a portion of the warehouse and convert it to office space. Additionally, managing and procuring the hardware required in the office, setting up of the software, servers, hub and network and development of the infrastructure and furniture in the office are the objectives related to the project.

The purpose of the project involves around the following points:

1. Developing an office space for the employees.
2. Setting up the hardware and software infrastructure for the office space.
3. Building up the furniture in conjunction with the existing company theme.

Business Case

Implementing the said project will help in onboarding the 12 new employees from Wilmington Telco to Fiber Light. The employees will be relocating in Dewitt, NY. This will help in strengthening the fiber optical cable network in the rural parts of upstate New York. This network will add 1250 miles of fiber cable assets as well as 8 Point-of-Presence (POP) locations to the Fiber Light footprint.

Organizational Context

This project is scheduled for onboarding the new employees with infrastructure and tools, that have joined from Wilmington Telco after their acquirement by Fiber Light. It is intended to provide infrastructure, tools and equipment for the new employees to work for the organization by developing an office space in the pre-existing warehouse of the company.

Sponsor: CEO Michelle Johnson

Project Manager:

Shreyas S Tekawade, 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:

- Development of 12 cubicle style workspace with the same make as that of Fiber Light's existing furniture.
- Procurement and installation of 12 laptop computers with cloud storage solution. Additionally, the computers will be loaded with the Windows 11 Enterprise operating system and Microsoft Office 365.
- Procurement and installation of 12 VoIP handsets with PBX connectivity.
- Installing Kyocera multi-functional color network printer-copier with scanning and faxing ability.
- Purchase and install Ciena 3926 aggregation switch to connect the Cat 6e cables from the 12 cubicle workspaces to Fiber Light's main router (Cisco 7606s).
- Provide 4 Cisco wireless access points with WPA2 encryption for Wi-Fi access. One (1) Cat 6e cable will be run from each access point to the Ciena 3926 aggregation switch in the data closet.

Out of Scope Activities:

- Testing and end to end connectivity test of the network access for all the 12 cubicles. (for a later phase)
- Quality checks for the furniture and the inventory ordered for the warehouse office space. (For a later phase).
- Auditing firm for tax filing for the said project should be selected (for a later phase).
- Onboarding information of the employees of Wilmington Telco to the Fiber Light's employee portal.
- The office space where the new employees will work until the new office space is developed.

Deliverables:

1. **Developing Office Space Infrastructure:** The project aims at developing 12 cubicle style office space structures for the new employees that are going to be placed at Dewitt, NY. The furniture needed for this cubicle must be ordered beforehand in order to build the cubicles. The cubicles should match the pre-existing design of the Fiber Light theme. The new furniture should be of the same make, model and color as existing furniture. The old warehouse should be remodeled into a working space that accommodates these 12 new employees.
2. **Procuring Hardware and Software Inventory:** The hardware inventory that needs to be installed consists of two categories. First, the furniture (cubicle) that is of the same type, color and model as existing furniture. Second, the electronic hardware needed for the workforce to continue its operations in the office. This electronic hardware includes:
 - 12 laptop computers
 - 12 VoIP handsets
 - Kyocera multi-functional color network printer-copier
 - 16 Cat 6e cables (12 for cubicles and 4 for access points)
 - Ciena 3926 aggregation switch
3. **Installing and setting up the Software and Hardware devices:** The laptop computers that are procured should be Windows 11 Enterprise Operating System and Microsoft Office 365 compatible. The 12 VoIP handsets should be connected to the existing VoIP PBX phone system. This will enable telephonic communication within and outside of the office space. The Kyocera multi-functional color network printer-copier with scanning and faxing ability will be connected to the network in the old warehouse area as well, allowing shared printing from any of the PCs on the network. 12 Cubicles each will have a Cat 6e cable that will be connected to the Ciena 3926 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). The Cisco 7606s will provide connectivity to all company resources as well as to a Cisco ASA firewall protected WAN connection for Internet and external traffic. 4 Cisco access points should be developed in the office space in order to provide WPA 2 Wi-Fi network access with connection to the aggregation switch.

Management Constraints:

- Tom Serafino will be the primary point of contact for the project and will be working directly with vendors and providing feedback to Michelle Johnson.
- Lynn Pirro handles all administrative tasks associated with the reward and execution of the contract.
- Project activities are approved to begin on April 4th, 2022.
- The expected start date of the new employees is January 9th, 2023.

Assumptions:

- To minimize interruption during normal working hours, deliveries and installations and can only occur during a modified “Late Shift”, that is from 6:00 pm to 11:30 pm (with ½ dinner break) on Monday through Friday. 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. Work will commence on April 4, 2022. However, several of your team members already have scheduled vacations which conflict with the project and will need to be accounted for:
 - Isabella Smith – May 9th - May 13th, 2022
 - Art Peters – May 23rd – May 27th, 2022
 - Bob DeSantis – June 6th – June 8th, 2022
 - Nick Thomas – June 20th – June 24th, 2022
 - Caroline Jansen – July 5th – July 8th, 2022
- Furniture for new employees takes 16 weeks to arrive after order.
- All other equipment components take 12 weeks to arrive after order

Initial list of Potential Risks

1. Summer can be a difficult time to arrange meetings or resources. Every effort will be made to provide sufficient lead time to ensure that project milestones are completed so that vacations or organizational communication lag time can be accommodated.
2. The inventory needs to be ordered before and requires an SLA to be completed. There can be delays in the shipment fulfillment of the inventory due to vacations, summertime off or unforeseen delays in the supply management system of the supplier.

Quality Management Approaches

It is imperative that the furniture and infrastructure that is going to be built should be in line with standards of Fiber Light's model. Moreover, the hardware and software setup that is done should be tested by the testing team at Project 44. The end-to-end connection to the hub, network and Wi-Fi should be managed by the technical team at Project 44.

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:** Shreyas S Tekawade

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: _____