CTS Infrastructure Standardization

## Purpose of Standardization

Standardization of the infrastructure documents will make searching for a specific type of item much quicker as the items listed will be in the same location on each document. After thorough research of each infrastructure document, a template has been compiled to accommodate all the clients. The document will be distributed for review. Following is a brief description of the infrastructure, notable changes and the revision process.

## Standard Infrastructure Template

Due to each document containing approximately 15 tabs, the new template will have a Table of Contents which will link to each tab. Each tab will also have a link at the top direct the user back to the Table of Contents. By default, the documents will open to the Table of Contents by a macro.

The equipment/service listed in the Table of Contents may not be available at each client. Please **do not remove** the tab from the Table of Contents but use Strikethrough to indicate that the service/equipment is not present at that client.

## Notable changes

* Table of Contents with links to each sheet. Each sheet will have a link back to the Table of Contents on top of the sheet.
* The columns on each table has been ordered by approximate frequency of use.
* User passwords and Software keys will be imported to infrastructure.
* Background section which may contain synopsis and other relevant information relating to that tab.
* Pivot tables has been added. Due to pivots being a new feature, the tabs are added at the end of the worksheet list.

## Revision Process

Please take a look at the template and your current infrastructure to approximate the way it will impact your day to day use when switching to the new template. Based on that and any other factors, please send any suggestions to [wasif@charterts.com](mailto:wasif@charterts.com). We will review these changes and resend the template. We will repeat this process for a week, after which the senior staff will vote to keep, re-plan or discard the new infrastructure.

## Successful Standardization

If the standardization process is approved, Field Service engineers will change the infrastructure documents for their respective clients. The current infrastructure will be re-named to %Client Infrastructure – Depreciated. Please accommodate yourselves to the new design!