



**Summer 2022**  
**Furnish and Install Fiber Light Office**

**Project Charter**

**Submitted By:**  
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**Project Manager**  
**Project 44**  
**April 4<sup>th</sup>, 2022**

**Summer 2022**

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*Project Charter – 04/04/2022*

*Project Name: Furnish and Install Fiber Light office*

### **Summary of Project Origins and Objectives**

Fiber Light, a telecommunications service provider, operates an immense fiber optic plant as well as 30 Points-of-Presence (POP) locations to send signals over fiber optic cables. Made an official acquisition with Wilmington Telco, which owns a relatively small fiber optic network in a rural area of Upstate NY where Fiber Light doesn't operate in. With this acquisition of network, Fiber Light will get an additional 8 POP sites as well as 1250 miles of fiber cable assets.

Following the merger, Fiber Light is responsible for -

- Assisting new employees
- Improvement in office space infrastructure
- Interconnection between company resources

### **Business Case**

The acquisition necessitated the hiring of 12 Wilmington Telco employees and their relocation to Fiber Light's headquarters in DeWitt, NY. This required to carry out a project to address the equipping of office space with hardware, software, as well as the extension of LAN connectivity and the VoIP PBX phone system for additional employees. Redesigning the workplace will make it more welcoming and pleasant for new employees, resulting in a less stressful and more productive environment. The planning is to renovate and convert an area of Fiber Light's warehouse into office space for this purpose.

### **Organization context**

The project operations have been scheduled to begin on April 4th, 2022. Tom Serafino, Director of Operations, will serve as the project's principal point of contact for team members, as direct interaction with vendors and feedback to Michelle Johnson. Also, Lynn Pirro, Purchasing Manager, is in charge of all administrative responsibilities related to execution of contract. The work must be completed, and all payments must be submitted before January 1st, 2023, as instructed by Michelle Johnson.

### **Sponsor**

Michelle Johnson, CEO, Fiber Light

### **Project Manager**

Yashasvi Singh, Project 44

### **Stakeholders**

1. Michelle Johnson, CEO, Fiber Light
2. Tom Serafino, Director of Operations, Fiber Light
3. Lynn Pirro, Purchasing Manager, Fiber Light
4. Rex Blackmore, CEO, Project 44
5. Isabella Smith, Project 44
6. Art Peters, Project 44
7. Bob DeSantis, Project 44
8. Nick Thomas, Project 44
9. Caroline Jansen, Project 44
10. Yashasvi Singh, Project Manager, Project 44

### **Project Scope**

- In-Scope Activities:
  1. Development of plan for furnishing warehouse area to office area
  2. Development of Furniture map blueprint
  3. Order new cubicle furniture
    - To create 12 cubicle-style workspaces
    - To determine the desired furniture supplier and to guarantee that the new ones is of the same brand, model, and color as the existing ones, contact the Procurement Department.
  4. Purchase and install 12 laptop computers
    - With connectivity to the existing cloud storage system.
    - Must have Windows 11 Enterprise operating system installed, as well as Microsoft Office 365.
  5. Purchase and install 12 VoIP handsets
    - With connectivity to the current VoIP PBX (phone system).
  6. New Kyocera multi-functional color network printer-copier
    - With scanning and faxing capabilities to be connected with existing network.
    - Allows shared printing from any PC on the network.
  7. Purchase and Install new Ciena 3926 aggregation switch

- Each of the 12 cubicles will be connected to it via a Cat 6e cable running directly from the new workspace to a data closet in the old warehouse.
- Then, connect it to main server room, linking to Fiber's light primary router (Cisco 7606s) with existing multimode fiber.
- All company resources, as well as a Cisco ASA-protected WAN connection for Internet and external traffic, will be connected with this main router.
- 8. 4 new Cisco wireless access points
  - Provides coverage throughout the new office.
  - For Wi-Fi connectivity, these points will employ WPA2 encryption.
  - In data closet, each access point will have a Cat 6e cable running to the Ciena 3926 aggregation switch.
- Out of Scope Activities:
  1. Further remodeling of warehouse area to office area
  2. Ordering furniture for any other purpose
  3. Purchasing software products with more specifications than provided
  4. Install and connect other software products other than listed
  5. Shipment Delay of ordered products
  6. Cost of software with specifications provided
  7. Additional office furniture, office décor or office accessories
  8. Maintenance of installed hardware and software

## **Deliverables**

- Catalog of suppliers and vendors (Future Use)
  - List of furniture suppliers, software/hardware companies of ordered products
- Connectivity Plan of electrical devices
  - Provide connection of cables and their aggregation with switches
- Software License and authentication
  - Provide software licenses along with their authentication wherever required
- Documentation of Project and Status:
  - Inform stakeholders regarding the project flow and its status
- In-person Communication
  - For installation, furnishing and meeting purposes
- Order new cubicle furniture to create (12) cubicle-style workspaces in the old warehouse area that was recently remodeled to accommodate future office space. The Procurement Department

should be contacted to determine the preferred furniture supplier and to ensure the new furniture is of the same make, model, and color as existing furniture at the headquarters facility.

- In the new office space, twelve (12) laptop computers will be procured and installed and will have connectivity to the existing cloud storage solution. Ensure the (12) new computers are loaded with the Windows 11 Enterprise operating system and Microsoft Office 365.
- In the new office space, twelve (12) VoIP handsets will be procured and installed and will have connectivity to the existing VoIP PBX (phone system).
- A new 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.
- Each of the (12) cubicles will have (1) Cat 6e cable that is run directly from the new workstation to a data closet in the old warehouse where it will be connected to a new Ciena 3926 aggregation switch that you must purchase and install. 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.
- Purchase four (4) new Cisco wireless access points will provide coverage throughout the new office space. The wireless access points will use 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.

### **Constraints**

- The work must be completed, and all payments must be submitted before January 1st, 2023, as instructed by Michelle Johnson.
- There is a four-week delay between the arrival of office equipments and furnishings. The ordering of furniture will take precedence followed by other equipments.
- It will be a top priority to discuss project status with Tom Serafino, Director of Operations, Fiber Light on a regular basis, he is working directly with vendors and providing input to Michelle Johnson.

- Deliveries and installations can only take place during a restricted "Late Shift" on Monday through Friday, from 6:00 pm to 11:30 pm (with half an hour dinner break) to minimize disruption during normal working hours. On Saturdays and Sundays, there is usually no access.
- Several members of the team have already booked vacations that conflict with the project and must be accounted for:
  - o Isabella Smith – May 9th - May 13<sup>th</sup>, 2022
  - o Art Peters – May 23rd – May 27<sup>th</sup>, 2022
  - o Bob DeSantis – June 6th – June 8<sup>th</sup>, 2022
  - o Nick Thomas – June 20th – June 24<sup>th</sup>, 2022
  - o Caroline Jansen – July 5th – July 8<sup>th</sup>, 2022

### **Assumptions**

- The project's activities will commence on April 4th, 2022.
- The CEO, Project Manager, Director of Operations, and Purchasing Manager will comprise the in-person contact team. Assignments will be jointly decided by the stakeholders.
- The operations will be conveyed to the Project Manager and Tom Serafino, Fiber Light's Director of Operations, so that contact efforts can be efficiently managed, and status tracked.
- To engage regarding all administrative tasks related to contract's reward and execution reach Lynn Pirro, Purchasing Manager, Fiber Light.
- Travel costs for in-person meetings will be reimbursed.
- Communication handouts and plan will be available as needed and in sufficient quantities.

### **Initial List of Potential Risks**

- There might be delay in arrangement or shipment of cubicle furniture that matches the existing furniture in the office.
- Also, there might be a possibility of damaged or wrong product delivery.
- Installation of software with existing office network might create technical issues.
- Summer is usually vacation time for workers so there is a need to properly accommodate their holidays and work hours.
- Lack in storage space for the ordered products
- Cost of furniture and software may vary than the existing (past) office products which may result in over budgeting.

### **Quality Management Approaches**

The initial inspections would be performed by two team members after each successful installation, and they would provide feedback on the procedure once every few weeks. The software products will be tested according to the test plan of the application requirements. Software inventory reports will be used to inspect the software. Later, the team will perform functional tests and validate if everything works according to the requirements. The entire team will analyze the final installation as a whole to decide any necessary changes to the procedure and pass them through final checks.

Status reporting and team evaluations will include ongoing project quality management.

### **Roles for Decisions, Policy, Approvals**

- **Ultimate Approval at all project levels:** Michelle Johnson
- **Official Communications, decisions and advising:** Rex Blackmore
- **Project Schedule and Deliverables:** Yashasvi Singh
- **Review Project Deliverables and Feedback:** Tom Serafino
- **Administrative task, Execution contract:** Lynn Pirro
- **Team tasks, communication, schedules:** Isabella Smith, Art Peters, Bob DeSantis, Nick Thomas, Caroline Jansen

### **Communication**

An introductory team meeting will be held to discuss the intervals between subsequent status meetings and status reporting. In-person meetings for the team and project will be held. The stakeholders will decide on the assignments together.

### **Approval of this Charter**

Michelle Johnson: \_\_\_\_\_ Date: \_\_\_\_\_

Rex Blackmore: \_\_\_\_\_ Date: \_\_\_\_\_

Tom Serafino: \_\_\_\_\_ Date: \_\_\_\_\_

Lynn Pirro: \_\_\_\_\_ Date: \_\_\_\_\_

Yashasvi Singh, Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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Isabella Smith: \_\_\_\_\_ Date: \_\_\_\_\_

Art Peters: \_\_\_\_\_ Date: \_\_\_\_\_

Bob DeSantis: \_\_\_\_\_ Date: \_\_\_\_\_

Nick Thomas: \_\_\_\_\_ Date: \_\_\_\_\_

Caroline Jansen: \_\_\_\_\_ Date: \_\_\_\_\_