

tech_project_template



Velstar TPM - Project Template 2016

TASK	Responsible Party	Start Date	End Date	Complete	Status	Comments	Column6
1 Project start		07/04/16	09/30/16	<input type="checkbox"/>	●		
2 Office Visit	To Be Determined			<input type="checkbox"/>			
3 Velstar TPM Retainer	To Be Determined			<input type="checkbox"/>			
4 TPM Signed document date	To Be Determined			<input type="checkbox"/>			
5 Retainer Fee Deposit (\$5,000) to get project started.	To Be Determined			<input type="checkbox"/>			
6 Planning Phase	To Be Determined			<input type="checkbox"/>			
7 IT/Electrical floor CAD drawings	To Be Determined			<input type="checkbox"/>			
8 Electrical Floor Plan	To Be Determined			<input type="checkbox"/>			
9 Telecommunications Floor Plan	To Be Determined			<input type="checkbox"/>			
10 Furniture Floor Plan	To Be Determined			<input type="checkbox"/>			
11 Reflected Ceiling Plan	To Be Determined			<input type="checkbox"/>			
12 Lease Status	To Be Determined			<input type="checkbox"/>			
13 What is lease "Sign Date?"	To Be Determined			<input type="checkbox"/>			
14 What is scheduled "Move in" Date	To Be Determined			<input type="checkbox"/>			
15 Building labor status (Union or Non – Union)?	To Be Determined			<input type="checkbox"/>			
16 Tenant service Authorization – (Login credentials)	To Be Determined			<input type="checkbox"/>			
17 What is lease "Sign Date?"	To Be Determined			<input type="checkbox"/>			
18 What is scheduled "Move in" Date	To Be Determined			<input type="checkbox"/>			
19 Building Welcome Package –	To Be Determined			<input type="checkbox"/>			
20 Building labor status (Union or Non – Union)?	To Be Determined			<input type="checkbox"/>			
21 Identify Stakeholders	John Gentile			<input type="checkbox"/>			
22 Create contact list	John Gentile			<input type="checkbox"/>			
23 Establish Communications plan	John Gentile			<input type="checkbox"/>			
24 create contact list	John Gentile			<input type="checkbox"/>			
25 plan and publish meeting Schedule	John Gentile			<input type="checkbox"/>			
26 update project plan	John Gentile			<input type="checkbox"/>			
27 maintain issues tracking	John Gentile			<input type="checkbox"/>			
28 maintain escalation list	John Gentile			<input type="checkbox"/>			
29 Office Construction Plan	To Be Determined			<input type="checkbox"/>			
30 Complete office demo and construct (floor to ceiling)	To Be Determined			<input type="checkbox"/>			
31 Determine drop ceiling or exposed ceiling	To Be Determined			<input type="checkbox"/>			
32 Date Carpet to be completed:	To Be Determined			<input type="checkbox"/>			
33 Determine date Paint to be completed:	To Be Determined			<input type="checkbox"/>			
34 Determine Wall and Ceiling paint color:	To Be Determined			<input type="checkbox"/>			
35 agree on Date HVAC complete ?	To Be Determined			<input type="checkbox"/>			

TASK	Responsible Party	Start Date	End Date	Complete	Status	Comments	Column6
36	client signoff	John Gentile		<input type="checkbox"/>			
37	Furniture Plan	To Be Determined		<input type="checkbox"/>			
38	finalize Furniture Floor Plan Design:	To Be Determined		<input type="checkbox"/>			
39	identify furniture contractor	To Be Determined		<input type="checkbox"/>			
40	identify furniture requirements	To Be Determined		<input type="checkbox"/>			
41	indentify lead time for furniture delivery	To Be Determined		<input type="checkbox"/>			
42	execute P.O	To Be Determined		<input type="checkbox"/>			
43	Determine location and peripherals(power?)	To Be Determined		<input type="checkbox"/>			
44	client signoff	John Gentile		<input type="checkbox"/>			
45	Electrical Work Plan	To Be Determined		<input type="checkbox"/>			
46	identify contractor	To Be Determined		<input type="checkbox"/>			
47	Confirm Trench locations	To Be Determined		<input type="checkbox"/>			
48	determine # of duplex for TV	To Be Determined		<input type="checkbox"/>			
49	identify and spec Additional requirements	To Be Determined		<input type="checkbox"/>			
50	Confirm power requirements	To Be Determined		<input type="checkbox"/>			
51	Confirm Whip Locations	To Be Determined		<input type="checkbox"/>			
52	Confirm power requirements	To Be Determined		<input type="checkbox"/>			
53	Workstation power and IT outlet requirements	To Be Determined		<input type="checkbox"/>			
54	What is bid/estimate for Scope of Work?	To Be Determined		<input type="checkbox"/>			
55	IT Closet power requirements (draw) for hardware and UPS systems	To Be Determined		<input type="checkbox"/>			
56	mount height	To Be Determined		<input type="checkbox"/>			
57	payment terms	To Be Determined		<input type="checkbox"/>			
58	client signoff	To Be Determined		<input type="checkbox"/>			
59	Tel/Data/IT Closet Plan	To Be Determined		<input type="checkbox"/>			
60	Office visit with tel/data Contractor, lease agent, and construction PM from	To Be Determined		<input type="checkbox"/>			
61	Identify Design Engineer	To Be Determined		<input type="checkbox"/>			
62	Power Whip Cable Locations:	To Be Determined		<input type="checkbox"/>			
63	Additional Electrical Requirements	To Be Determined		<input type="checkbox"/>			
64	# of duplex for TV mount/height/vertical)?	To Be Determined		<input type="checkbox"/>			
65	Velstar provided inventory:	To Be Determined		<input type="checkbox"/>			
66	Total Drops (CAT6?)	To Be Determined		<input type="checkbox"/>			
67	# of locations in office	To Be Determined		<input type="checkbox"/>			
68	VOIP – The network connection will run to the phone, then from the phone to the	To Be Determined		<input type="checkbox"/>			
69	COLOR preference – white	To Be Determined		<input type="checkbox"/>			
70	PATCH cords – Black or gray	To Be Determined		<input type="checkbox"/>			
71	Labeling schema – per cubicle/station jack (1A/1B, 2A/2B...etc)	To Be Determined		<input type="checkbox"/>			
72	Recommend Conference Rooms	To Be Determined		<input type="checkbox"/>			
73	# of Runs from table to IT Closet	To Be Determined		<input type="checkbox"/>			
74	# of Runs from table to HDTV	To Be Determined		<input type="checkbox"/>			

TASK	Responsible Party	Start Date	End Date	Complete	Status	Comments	Column6
75	# of Runs from HDTV to IT Closet	To Be Determined			<input type="checkbox"/>		
76	HDTV (remove HDMI/COAX)	To Be Determined			<input type="checkbox"/>		
77	confirm size and brand	To Be Determined			<input type="checkbox"/>		
78	WAP (Wireless Access Point system design)	To Be Determined			<input type="checkbox"/>		
79	Replace with CAT6/CLASS E	To Be Determined			<input type="checkbox"/>		
80	CAT6 HDMI Converters/Extenders (IT Closet)	To Be Determined			<input type="checkbox"/>		
81	CAT6/CLASS E - COAX converter (IT Closet)	To Be Determined			<input type="checkbox"/>		
82	MD/HDMI converters (BNP Media to supply) for MAC	To Be Determined			<input type="checkbox"/>		
83	Trench Locations (if any):	To Be Determined			<input type="checkbox"/>		
84	IT Closet – build out	To Be Determined			<input type="checkbox"/>		
85	2 Post or 4 Post Rack	To Be Determined			<input type="checkbox"/>		
86	Is Supplemental Cooling Required :	To Be Determined			<input type="checkbox"/>		
87	UPS System(confirm size and brand)	To Be Determined			<input type="checkbox"/>		
88	Shelving(confirm size and brand)	To Be Determined			<input type="checkbox"/>		
89	Power supply(identify location and size)	To Be Determined			<input type="checkbox"/>		
90	What is Scope of Work?	To Be Determined			<input type="checkbox"/>		
91	Confirm CAT6/CLASS E drop locations	To Be Determined			<input type="checkbox"/>		
92	Confirm HDTV locations - (3) conference rooms and NOT the glass conference room	To Be Determined			<input type="checkbox"/>		
93	Confirm HDTV size and brand	To Be Determined			<input type="checkbox"/>		
94	Mounting Kit (swivel)	To Be Determined			<input type="checkbox"/>		
95	Confirm WAP locations	To Be Determined			<input type="checkbox"/>		
96	Client Accepted:	To Be Determined			<input type="checkbox"/>		
97	Payment terms?	To Be Determined			<input type="checkbox"/>		
98	client signoff	John Gentile			<input type="checkbox"/>		
99	Access Security Plan	To Be Determined			<input type="checkbox"/>		
100	identify security contractor	To Be Determined			<input type="checkbox"/>		
101	Receptionist(front door location)	To Be Determined			<input type="checkbox"/>		
102	Mail/Copy Room Location	To Be Determined			<input type="checkbox"/>		
103	IT/Closet location	To Be Determined			<input type="checkbox"/>		
104	Confirm Access Type:	To Be Determined			<input type="checkbox"/>		
105	Card Reader/Biometric Scanner	To Be Determined			<input type="checkbox"/>		
106	Door Buzzer	To Be Determined			<input type="checkbox"/>		
107	# of employees	To Be Determined			<input type="checkbox"/>		
108	Type of door lock from GC	To Be Determined			<input type="checkbox"/>		
109	Determine when toProgram doors to be opened (M-F 8AM to 5PM) and then auto	To Be Determined			<input type="checkbox"/>		
110	Door type (Wood/Metal)	To Be Determined			<input type="checkbox"/>		
111	Who to provide security cabling	To Be Determined			<input type="checkbox"/>		
112	Confirm electrical requirements	To Be Determined			<input type="checkbox"/>		
113	What is bid/estimate for Scope of Work?	To Be Determined			<input type="checkbox"/>		

TASK	Responsible Party	Start Date	End Date	Complete	Status	Comments	Column6
114	Security Bid: (install)	To Be Determined		<input type="checkbox"/>			
115	Monitoring Security MRC: ____ per month	To Be Determined		<input type="checkbox"/>			
116	Requires static IP Address	To Be Determined		<input type="checkbox"/>			
117	Payment terms?	To Be Determined		<input type="checkbox"/>			
118	Client Accepted signoff	John Gentile		<input type="checkbox"/>			
119	Internet Access and Phone Services Plan	To Be Determined		<input type="checkbox"/>			
120	Velstar Quotes	To Be Determined		<input type="checkbox"/>			
121	Inexpensive COAX or FiOS (FIBER)	To Be Determined		<input type="checkbox"/>			
122	asymmetric pricing	To Be Determined		<input type="checkbox"/>			
123	Ethernet of Copper	To Be Determined		<input type="checkbox"/>			
124	Ethernet over Fiber	To Be Determined		<input type="checkbox"/>			
125	Bandwidth Requirements (5/10/20/50/100MB....1GigE)	To Be Determined		<input type="checkbox"/>			
126	Multicarrier Quotes	To Be Determined		<input type="checkbox"/>			
127	Include up to (8) Useable IP's	To Be Determined		<input type="checkbox"/>			
128	Optional Managed QoS Router	To Be Determined		<input type="checkbox"/>			
129	Velstar to provide Phone System Options	To Be Determined		<input type="checkbox"/>			
130	Premise PBX	To Be Determined		<input type="checkbox"/>			
131	Hosted PBX	To Be Determined		<input type="checkbox"/>			
132	# of users	To Be Determined		<input type="checkbox"/>			
133	Feature Requirements	To Be Determined		<input type="checkbox"/>			
134	New Phone numbers or PORT existing numbers	To Be Determined		<input type="checkbox"/>			
135	Toll Free numbers	To Be Determined		<input type="checkbox"/>			
136	eFax requirements	To Be Determined		<input type="checkbox"/>			
137	Trunking	To Be Determined		<input type="checkbox"/>			
138	PRI	To Be Determined		<input type="checkbox"/>			
139	POTS	To Be Determined		<input type="checkbox"/>			
140	SIP/Call Paths	To Be Determined		<input type="checkbox"/>			
141	Execution Phase	To Be Determined		<input type="checkbox"/>			
142	Office Construction	To Be Determined		<input type="checkbox"/>			
143	Complete office demo and construct (floor to ceiling)	To Be Determined		<input type="checkbox"/>			
144	Drop ceiling or exposed ceiling	To Be Determined		<input type="checkbox"/>			
145	Date Carpet to be completed:	To Be Determined		<input type="checkbox"/>			
146	Date Paint to be completed:	To Be Determined		<input type="checkbox"/>			
147	Wall and Ceiling paint color:	To Be Determined		<input type="checkbox"/>			
148	Furniture	To Be Determined		<input type="checkbox"/>			
149	receive and inventory furniture	To Be Determined		<input type="checkbox"/>			
150	location and peripherals(power?)	To Be Determined		<input type="checkbox"/>			
151	assembly of furniture	To Be Determined		<input type="checkbox"/>			
152	inventory and install	To Be Determined		<input type="checkbox"/>			

TASK	Responsible Party	Start Date	End Date	Complete	Status	Comments	Column6
153	Electrical Work	To Be Determined					
154	Confirm Trench locations completed to spec	To Be Determined					
155	# of duplex for TV	To Be Determined					
156	Additional requirements	To Be Determined					
157	Confirm power requirements completed to spec	To Be Determined					
158	Confirm Whip Locations completed to spec	To Be Determined					
159	Confirm power requirements completed to spec	To Be Determined					
160	Workstation power and IT outlet requirements completed to spec	To Be Determined					
161	IT Closet power requirements (draw) for hardware and UPS systems	To Be Determined					
162	mount height completed to spec	To Be Determined					
163	Tel/Data/IT Closet	To Be Determined					
164	Power Whip Cable Locations: completed to spec	To Be Determined					
165	Additional Electrical Requirements completed to spec	To Be Determined					
166	# of duplex for TV mount/height/vertical) completed to spec	To Be Determined					
167	Velstar provided inventory:	To Be Determined					
168	Total Drops (CAT6?) completed to spec	To Be Determined					
169	VOIP – The network connection will run to the phone, then from the phone to the	To Be Determined					
170	COLOR preference – white completed to spec	To Be Determined					
171	PATCH cords – Black or gray completed to spec	To Be Determined					
172	Labeling schema – per cubicle/station jack (1A/1B, 2A/2B...etc)	To Be Determined					
173	Recommend Conference Rooms	To Be Determined					
174	# of Runs from table to IT Closet	To Be Determined					
175	# of Runs from table to HDTV	To Be Determined					
176	# of Runs from HDTV to IT Closet	To Be Determined					
177	HDTV (remove HDMI/COAX)	To Be Determined					
178	confirm size and brand	To Be Determined					
179	WAP (Wireless Access Point system design)	To Be Determined					
180	Replace with CAT6/CLASS E	To Be Determined					
181	CAT6 HDMI Converters/Extenders (IT Closet)	To Be Determined					
182	CAT6/CLASS E - COAX converter (IT Closet)	To Be Determined					
183	MD/HDMI converters (BNP Media to supply) for MAC	To Be Determined					
184	Trench Locations (if any):	To Be Determined					
185	IT Closet – build out	To Be Determined					
186	2 Post or 4 Post Rack completed to spec	To Be Determined					
187	Supplemental Cooling Required : completed to spec	To Be Determined					
188	UPS System completed to spec	To Be Determined					
189	Shelving completed to spec	To Be Determined					
190	Power supply completed to spec	To Be Determined					
191	Confirm CAT6/CLASS E drop locations	To Be Determined					

TASK	Responsible Party	Start Date	End Date	Complete	Status	Comments	Column6
192	Confirm HDTV locations - (3) conference rooms and NOT the glass conference room			<input type="checkbox"/>			
193	Confirm HDTV size and brand completed to spec			<input type="checkbox"/>			
194	Mounting Kit (swivel) completed to spec			<input type="checkbox"/>			
195	Confirm WAP locations completed to spec			<input type="checkbox"/>			
196	Client Accepted:			<input type="checkbox"/>			
197	Payment terms?			<input type="checkbox"/>			
198	client signoff			<input type="checkbox"/>			
199	Access Security			<input type="checkbox"/>			
200	Receptionist(front door location)			<input type="checkbox"/>			
201	Mail/Copy Room Location			<input type="checkbox"/>			
202	IT/Closet location			<input type="checkbox"/>			
203	Confirm Access Type: completed to spec			<input type="checkbox"/>			
204	Card Reader/Biometric Scanner			<input type="checkbox"/>			
205	Door Buzzer			<input type="checkbox"/>			
206	# of employees			<input type="checkbox"/>			
207	Type of door lock from GC			<input type="checkbox"/>			
208	Program doors to be opened (M-F 8AM to 5PM) and then auto lock all other hours.			<input type="checkbox"/>			
209	Door type (Wood/Metal)			<input type="checkbox"/>			
210	Who to provide security cabling			<input type="checkbox"/>			
211	Confirm electrical requirements			<input type="checkbox"/>			
212	What is bid/estimate for Scope of Work?			<input type="checkbox"/>			
213	Security Bid: (install)			<input type="checkbox"/>			
214	Monitoring Security MRC: ____per month			<input type="checkbox"/>			
215	Requires static IP Address			<input type="checkbox"/>			
216	Payment terms?			<input type="checkbox"/>			
217	Client Accepted signoff			<input type="checkbox"/>			
218	Internet Access and Phone Services			<input type="checkbox"/>			
219	Verify selected services built to spec			<input type="checkbox"/>			
220	Inexpensive COAX or FIOS (FIBER)			<input type="checkbox"/>			
221	Ethernet of Copper			<input type="checkbox"/>			
222	Ethernet over Fiber			<input type="checkbox"/>			
223	Bandwidth Requirements (5/10/20/50/100MB....1GigE)			<input type="checkbox"/>			
224	Multicarrier Quotes			<input type="checkbox"/>			
225	Include up to (8) Useable IP's			<input type="checkbox"/>			
226	Optional Managed QoS Router			<input type="checkbox"/>			
227	Premise PBX			<input type="checkbox"/>			
228	Hosted PBX			<input type="checkbox"/>			
229	# of users			<input type="checkbox"/>			
230	Feature Requirements			<input type="checkbox"/>			

TASK	Responsible Party	Start Date	End Date	Complete	Status	Comments	Column6
231	New Phone numbers or PORT existing numbers			<input type="checkbox"/>			
232	Toll Free numbers			<input type="checkbox"/>			
233	eFax requirements			<input type="checkbox"/>			
234	Trunking			<input type="checkbox"/>			
235	PRI			<input type="checkbox"/>			
236	POTS			<input type="checkbox"/>			
237	SIP/Call Paths			<input type="checkbox"/>			
238	Warm site testing			<input type="checkbox"/>			
239	phones			<input type="checkbox"/>			
240	internet			<input type="checkbox"/>			
241	electrical outlets			<input type="checkbox"/>			
242	Installed peripherals			<input type="checkbox"/>			
243	Lan and all cabling.			<input type="checkbox"/>			
244	Security systems			<input type="checkbox"/>			
245	remediate and escalate as required			<input type="checkbox"/>			
246	Client signoff			<input type="checkbox"/>			
247	Client open office			<input type="checkbox"/>			
248	create punch list as required			<input type="checkbox"/>			
249							
250							
251							
252							