

Description		VCU	IBM	Avaya	Comnet	HCI
Week 0 - Before 14-Week Schedule						
Send BMC1 – Welcome Letter	M	X				
Send DHC1 – Welcome Letter to Department Heads to Request DLs	M	X				
Week 1 - Data Network Site Survey						
Inspect switch models	M-F	X				
Inspect interconnects	M-F	X				
Inspect cable quality	M-F	X				
Inspect physical security	M-F	X				
Inspect power	M-F	X				
Inspect environmental	M-F	X				
Confirm site ok to lock in	M-F	X				
Weeks 2 & 3 - Remediate LAN						
Legacy switch replacement	M-F	X				
Re-patch uplinks as needed	M-F	X				
Configure switches	M-F	X				
Send DLC1 – Introduction and Station Review Kickoff Letter	M-F	X				
Week 4 - Document Data Network						
Complete 911 documentation	M-F	X				
Document PoE locations on cut sheet	M-F	X				
Send VLAN information to Pinnacle group	M-F	X				
Test remediation	M-F	X				
Week 5 - Site Lock In						
Estimate number of IP, Digital, and Analog phones. VCU will provide a rule of thumb for each site. For instance, all users will get new IP phones and all existing analog phones will remain on Centrex. This information will provide guidance for tone & tag effort.	M-W	X				
Record Building Manager contact information	M-W	X				
Record Department Liaison(s) contact information	M-W	X				
Print Floor Plan for building	M-W	X				
Determine location for training	M-W	X				
Identify locations for delivery, storage, staging, trash, and surplus	M-W	X				
Document Building ID, Verizon Address, MSAG Address, and Shipping Address	M-W	X				
Coordinate building access	M-W	X				
Validate data network preparedness - more info on the sub-items for this validation are required.	M-W	X				
Document schedule considerations - time of year, time of day	M-W	X				
Determine budget for departments	M-W	X				
Set target dates	M-W	X				

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Send BMC2 – Site Survey Letter (Kickoff)	H	X				
Send DLC2 – Station Review Kickoff Reminder Letter	H	X				
Complete a Site Lock-In Checklist	H	X				
Verify completion of Site Lock-In Checklist	H		X			
Add site to Migration Schedule	F		X			
Distribute updated Migration Schedule to team via QuickPlace	F		X			
Week 6 - Site Survey, Tone&Tag, and Station Review Training						
Hold Building Kickoff meeting	M	X	X	X	X	
Receive Floor Plan from VCU	M	X		X	X	
Perform wiring site survey	M	X			X	
Perform detailed equipment site survey	M	X		X		
Tone & Tag wiring (approximately 100 per day)	M-F				X	
Markup Floor Plan with Tone & Tag information (approximately 100 per day)	M-F				X	
Complete Comnet portion of Cut Sheet for each station (info will be hand written on Cut Sheet printout and then entered into Excel Cut Sheet at the end of each day)	M-F				X	
Post revised Cut Sheet to QuickPlace	M-F				X	
Station Review Kickoff/Training provided by Avaya to Department Liaisons (Tuesday morning)	T	X		X		
Deliver DLC3 - Station Review Training Packet (Station Review Kickoff Training)	T					
Drop off EUC2 - Tone and Tag Postcard	M-F				X	
Report status/issues daily	M-F	X	X	X	X	
Week 7 - Start Station Review						
Receive marked up Floor Plan from Comnet	M			X	X	
Retrieve revised Cut Sheet from QuickPlace	M			X		
Email DLC4 - Cut Sheet to DLs	M	X		X		
Perform Station Review	M-F	X				
Report status/issues daily	M-F	X	X	X	X	
Week 8 - Complete Station Review and Document Site Prep Requirements						
Complete Station Review	M-F	X				
Complete Station Review Portion of Cut Sheet	F	X				
Enforce Site Freeze (no changes should be made to this site until after migration)	F	X				
Issue orders to Verizon for phone number migration	F	X				
Document Site Prep Requirements for site	M-H			X	X	
Review Site Prep Requirements and engage VCU resources to prepare site	F	X				
Create wiring quote required for site	M-W				X	
Deliver wiring quote to VCU PM for approval	H		X			
Review and approve wiring quote	H	X				

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Convert wiring quote to order	F				X	
Report status/issues weekly	M-F	X	X	X	X	
Week 9 – Start Site Preparation and Order Replacement Equipment						
Perform site preparation tasks as necessary.	M-F	X		X	X	
Host Department Liason Feedback Meeting (Groups 1-5 only)	M	X		X		
Create equipment quote required for site	M-W			X		
Deliver equipment quote to VCU PM for approval	H		X			
Review and approve equipment quote	H	X				
Convert equipment quote to order	F			X		
Report status/issues weekly	M-F	X	X	X	X	
Week 10 – Continue Site Preparation						
Perform site preparation tasks as necessary.	M-F	X		X	X	
Check status of equipment order.	M-F			X		
Check status of wiring order.	M-F				X	
Check status of phone number migration order.	M-F	X				
Report status/issues weekly	M-F	X	X	X	X	
Week 11 – Continue Site Preparation						
Perform site preparation tasks as necessary.	M-F	X		X	X	
Check status of equipment order.	M-F			X		
Check status of wiring order.	M-F				X	
Check status of phone number migration order.	M-F	X				
Send DLC5 – Training Reminder	M-F	X				
Report status/issues weekly	M-F	X	X	X	X	
Week 12 - Complete Site Preparation and Ship Equipment						
Perform site preparation tasks as necessary.	M-F	X		X	X	
Install wiring for common equipment	M-F				X	
Confirm Verizon phone number migration orders	M-F	X				
Send BMC3 – Installation Letter	W	X				
Report status/issues daily	M-F	X	X	X	X	
Verify site readiness	F	X	X	X	X	
Week 13 - Install, Configure, and Test Common Equipment						
Prepare Phone Staging area	M					X
Ship equipment from warehouse to job site	M		X			
Inventory equipment	M			X		
Rack and stack common equipment (i.e. gateways)	M			X		
Connect common equipment to S8720s	M			X		
Configure Avaya switch to support stations	M			X		

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Update RedSky e911 database to support stations	T			X		
Update Modular Messaging servers to support stations	T		X			
Test utilizing Test Plan	T		X	X		
Prepare Training Room, if necessary	M	X				
Wire Training Room, if necessary	T				X	
Place phones in Training Room, if necessary	T			X		
Send DLC6 – Migration Letter	W	X				
Send EUC3 – Training and Migration Letter	W	X				
Report status/issues daily	M-F	X	X	X	X	
Verify site readiness	F	X	X	X	X	
Go / No Go Decision	F	X	X	X	X	X
Week 14 - Station Migration						
Retrieve Cut Sheet from QuickPlace	M					X
Receive marked up Floor Plan	M					X
Attend Migration Kickoff Meeting	M	X	X	X	X	X
Verizon will turn off approximately 100 phone numbers each day at 7:00am per the Cut Sheet .	M-F	X				
Stage phones in building. (IP,DIG)	M-F					X
Disconnect old set and verify Info on Cut Sheet (model number)	M-F					X
Make cross connects to support station migration (DIG,AN)	M-F			X		
Place set on end-user workspace (IP,DIG)	M-F					X
Connect set and TTI (IP,DIG)	M-F					X
Test set utilizing Test Plan (IP,DIG, To Be Determined, minimum testing)	M-F					X
Place EUC4 – Help Desk and Client Satisfaction Survey on end users desk	M-F					X
Place old sets in overpack box for disposal	M-F					X
Collect and surplus old equipment	F	X				
Verify daily trash removal	M-F	X				
Train End Users (IP,DIG)	M-F	X		X		
Support Day After Cut Help Desk activities	M-F	X	X	X	X	X
Report status/issues daily	M-F	X	X	X	X	X
Verify site complete - acceptance	F	X	X			
Submit bill for site	F		X			