

Task 1: Infrastructure Needs Assessment

The purpose of the IT Infrastructure Needs Assessment phase is to develop a set of baseline criteria necessary to plan the technology related aspects of the project. Some steps within this task group include:

- New building site assessment or existing office due diligence evaluation
- Technology infrastructure audit
- Connectivity issues and requirements
- Facility consulting and lease negotiation
- Future growth requirements assessment

Task 2: Design Development

During the Design Development phase the concepts and criteria developed during the Needs Assessment will be coordinated into an outline of IT implementation details, requirement specifications, room-ready criteria, timelines and reports. Some steps within this task group include:

- IT room/data center design
- Cabling infrastructure design
- Network design
- IT systems elevation planning and design
- Base building telecom systems distribution design
- Floor planning to identify outlet requirements, cable routes, etc.

Task 3: IT Construction Administration

The objective of the IT Construction Administration phase is to proactively manage the technology infrastructure installation activities including cost containment and other considerations in order to facilitate a seamless systems integration. Some steps within this task group include:

- Select a cable administration contractor
- Develop, prepare and issue requirements for all frames, cables and outlets
- Review and approve contractor plans and component submittals to ensure compliance
- Manage site build-out, meeting regularly with contractor and conducting site inspections to verify compliance with design specifications

Task 4: Technology Integration

The objective of the Technology Integration phase is to procure, manage, configure, support and deploy the various technology systems and user workstations within the new office location. Some steps within this task group include:

- IT systems selection and procurement management
- Carrier selection, procurement and installation management
- Technology implementation management
- Service transition and go-live support
- Planning for ongoing, long-term user support