

Networking Project Outline

1. Receive or conceive a project that involves creating a LAN and connecting it to a WAN
 - a. Identify the components of the Local Area Network (LAN)
 - b. Identify the components of the Wide Area Network (WAN) which allows the LAN members to connect to the Internet and other networks
2. Request for and conduct a site visit
 - a. Get to know about the company by researching the organization's website
 - b. Research the county auditor's property page to get facts about the building
 - c. Obtain drawings from the organization or make your own drawings of the building layout
 - d. Interview the organization owners on their needs
 - e. Locate the following on the drawings or sketches
 - i. Wall to wall and ceiling to floor measurements
 - ii. Placement of doors and windows
 - iii. Position of fire extinguishers
 - iv. Existing network RJ45 outlets
 - v. Existing of RJ11 outlets
 - vi. Existing power outlets
 - vii. Location of lights
 - viii. Location of the server room
 - ix. Where computers will be located
 - x. Any future expansion requirements
 - xi. Chart wireless strengths in the building
 - f. Take pictures of the building and interior
3. Create multiple proposals of the layout to examine different usages
 - a. Determine the uses of the building
 - i. Office space
 - ii. Meeting rooms
 - iii. Waiting area
 - iv. Training area
 - v. Restrooms
 - vi. Lounge
 - vii. Storage areas
 - b. Make future projections of the usage involving technologies
 - i. Placement of future work spaces
 - ii. Placement of UPS and backup generators
 - iii. Placement of backup network connection such as satellite dish
4. Create the following for the network proposal
 - a. A property report using the county's auditor's web page
 - i. Building image
 - ii. Satellite view of building
 - iii. Parking areas
 - b. Create an office layout showing walls, doors, windows and dimensions

Networking Project Outline

- c. Create an office layout showing electrical outlets and lights
 - i. Identify high power devices
 - ii. Identify any EMI / RFI devices
 - d. Create an office layout showing the server room, network cabling and outlets
 - i. Identify cable routes and trays
 - e. Create an office layout showing main desks and computer equipment
 - i. Eliminate areas that become blocked when doors open and chairs are occupied
 - f. Create a legend of symbols for the network diagram
 - i. Use national and international symbols uniformly recognized
 - g. Create a cover letter that outlines the project
 - h. Create a spreadsheet showing the cost of the network installation
 - i. Show existing equipment already owned
 - ii. Show new equipment to be purchased
 - i. Print the specification sheets for all of the equipment
 - i. Order specification sheets be alphabetical order and include an index if needed
 - j. Create an installation timeline for building the network which includes:
 - i. Date that the project was received
 - ii. Date of the site visits
 - iii. Date of making the network proposal
 - iv. Deadline for purchasing equipment
 - v. Deadline for receiving all equipment
 - vi. The Installation date
 - vii. The completion date
 - viii. The system activation date
 - ix. The date for training how to maintain the system
 - x. System support dates such as periodic maintenance
 - k. Create a Power Point presentation to present to the owners and managers
 - i. Presentation should be concise and use simple communication
 - ii. End the presentation with a question and answer session
 - l. Create presentation folders for each person at the main presentation
 - i. Folders are contract documents and are left with the organization
 - m. Create a proposal timeline showing what will be covered in the presentation
 - n. Practice the network proposal presentation
5. Give the network proposal
 - a. Have an assistant to help with the proposal
 - b. Have a note taker to record any requested changes
 6. Make the necessary project changes and confirm their implementation in writing to append the original presentation
 7. Purchase the equipment
 - a. Use proper purchasing forms to charge the equipment to the correct accounts
 8. Receive the equipment
 - a. Inspect incoming equipment and test it for functionality

Networking Project Outline

- b. Repack the equipment and secure it until installation
- 9. Conduct internal training
 - a. Review the installation with your own team
 - b. Train new team members and certify them
 - c. Have a meeting(s) with other contractors to discuss efficiency
- 10. Complete the system within the installation and completion window
 - a. Have only current installation drawings present and enough for the whole team
 - b. Account for equipment with a checklist
 - c. Account for all tools that will be brought to the work site with checklist
 - d. Inventory tools as they leave the worksite and account for losses
- 11. Activate the system on time
- 12. Train their organization personnel on our system
 - a. How to reset equipment
- 13. Support the system by conducting periodic maintenance
- 14. Team decompression after large projects
 - a. Project evaluations to identify what went right and wrong
 - b. Set up training to correct deficiencies
 - c. Give the team a break between projects