

ID	WBS	Task Name	Rem. Dur.	February					March				
				1/26	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/23	
0	0	OneSG Standard Project Template	26.38 days	0%									
1	1	Project Development	1.5 days	0%									
2	1.1	Design Assurance	2 hrs	0%									
3	1.2	Equipment Configuration	1 hr	0%									
4	1.3	Visio Documentation	4 hrs	0%									
5	1.4	Scope of Work Development	2 hrs	0%									
6	1.5	Preliminary Statement of Work	2 hrs	0%									
7	1.6	Project Review / Sanity Check	1 hr	0%									
8	2	Project Approval	0 days	0%									
9	2.1	Signed PSOW & PO# received from Customer	0 days	0%									
10	3	Project Preparation	21.75 days	0%									
11	3.1	Implementation Review & Planning Meeting	1 day	0%									
12	3.2	Resource Scheduling	1 day	0%									
13	3.3	Information Gathering	10.5 days	0%									
14	3.3.1	Equipment Order Tracking	2 hrs	0%									
15	3.3.2	Equipment Delivery Lag Time	2 wks	0%									
16	3.3.3	DOSS Numbers	2 hrs	0%									
17	3.3.4	Equipment Tracking & Staging	2 hrs	0%									
18	3.4	Site Survey Evaluation	1 day	0%									
19	3.4.1	Site Survey	1 day	0%									
20	3.4.2	Changes Management	2 hrs	0%									
21	3.4.3	Site & Scope Audit/Evaluation	2 hrs	0%									
22	3.5	Equipment Setup & Burn In	2 days	0%									
23	3.5.1	Equipment Received	4 hrs	0%									
24	3.5.2	Staging & Testing	1 day	0%									
25	3.5.3	Equipment Setup Complete	0 days	0%									
26	3.5.4	System Pre-registration	2 hrs	0%									
27	3.5.5	RFA Software Activation	2 hrs	0%									
28	3.6	System Integration & Pre-Programming	3 days	0%									
29	3.6.1	PBX Pre-programming	1 day	0%									
30	3.6.2	VM Pre-programming	1 day	0%									
31	3.6.3	System Integration & Testing	1 day	0%									
32	3.6.4	Program Equipment Complete	0 days	0%									
33	3.7	Equipment Shipment & Delivery	5 days	0%									

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34	3.7.1	Equipment Shipment to Customer	5 days							0%			
35	3.7.2	Equipment Delivery Complete	0 days							2/27			
36	4	Project Implementation	5.63 days							0%			
37	4.1	Site Preparation	1.63 days							0%			
38	4.1.1	Enviromental Check	4 hrs							0%			
39	4.1.2	Equipment Inventory	1 hr							0%			
40	4.1.3	System Wallfeild Implementation	4 hrs							0%			
41	4.1.4	System Wallfeild Completion	4 hrs							0%			
42	4.2	System Implementation	3 days							0%			
43	4.2.1	System Installation	6 hrs							0%			
44	4.2.2	System Implementation Complete	0 days							3/3			
45	4.2.3	Station Crossconnect	4 hrs							0%			
46	4.2.4	Station Deployment	8 hrs							0%			
47	4.2.5	Adjunct Integration	2 hrs							0%			
48	4.2.6	System Testing	4 hrs							0%			
49	4.3	System Applications	1 day							0%			
50	4.3.1	Installation	4 hrs							0%			
51	4.3.2	System Testing	1 hr							0%			
52	4.3.3	System Admin Training	1 hr							0%			
53	4.3.4	Applications Complete	0 days							3/6			
54	4.3.5	Paperwork	2 hrs							0%			
55	4.4	Implementation Completion	0 days							3/6			
56	5	Project Completion	2.5 days							0%			
57	5.1	System Administrator Training	4 hrs							0%			
58	5.2	Professional Training	0.5 days							0%			
59	5.3	On-Site Implementation Support	4 hrs							0%			
60	5.4	Customer Sign-Off	0 days							3/10			
61	5.5	Billing	1 day							0%			

0 OneSG Standard Project Template

Project Notes:

8 Project ApprovalSOW Review Items

- Installation Estimate (\$):
- Equipment Configuration (Y/N):
- Target Install Date:
- Professional Services Request Form (Y/N):
- Quote (Y/N):

Action Items

- Scope of Work Review (Y/N):
- Implementation Coordinating (Y/N):
- New Install Address:
- Old Install Address:
- System Planner Delivered to Customer (Y/N):
- Service Provider Provisioning Information Form (Y/N):

12 Resource Scheduling

- Tentative Site Survey Date:
- Tentative Install Dates:
- Tentative Training Date:

15 Equipment Delivery Lag Time

- Purchase Order Number:
- Sales Order Number:
- Expected Equipment Arrival Date:

16 DOSS Numbers

- Equipment Doss # (Hardware):
- Equipment Doss # (SW):
- Other Doss #:
- BPCC Doss #:
- Voice Mail Doss #:

19 Site Survey

- Site Survey Form Completed (Y/N):
- Digital Photos (Y/N):

27 RFA Software Activation

- Switch Login ID:
- Switch Password ID:
- Voice Mail Login ID:
- Voice Mail Password ID:
- Temporary Inads #:

34 Equipment Shipment to Customer

- Estimated Delivery Date:
- Freight Co Used:

- Type of Delivery (eg. 1st day, 2nd day, etc):
- Tracking Number:
- Date Actually Delivered:
- Delivery Verification Name at Customer Site:

44 System Implementation Complete

- Customer Sign-Off Form (Y/N):

53 Applications Complete

- Customer Sign-Off Form (Y/N):

60 Customer Sign-Off

- Permanent Switch Inads #:
- Permanent VM Inads #:
- Final Registration with Avaya: