

_spacephases

Phase	Meaning	ITS Responsibility
Requested	Idea through estimation	<ul style="list-style-type: none"> • Consulting on needs
Estimation	Rough estimate through approval	<ul style="list-style-type: none"> • Providing details to estimator
(Pending) Approval	From approval to full program and design	<ul style="list-style-type: none"> • Available for Q/A to stakeholders
Program and Design	From approved ideas through ready for construction.	<ul style="list-style-type: none"> • IT Operations staff review, and provide input on, and attend review meetings to discuss: <ul style="list-style-type: none"> • fiber infrastructure • premise wiring • comm closet specifications • voice/data equipment needs • Audio/visual needs (offices, conference rooms, classrooms, etc.)
Construction	From groundbreaking (or start of renovation) to substantial completion.	<ul style="list-style-type: none"> • Meet with, and provide access to, wiring vendors • Routinely walk the site • Order, configure, and deploy the voice/data equipment • Review change orders / modifications
Substantial Completion	From the end of construction/renovation through the Certificate of Occupancy.	<ul style="list-style-type: none"> • Provide phone instruments to occupants • Test functionality of all systems (wired, wireless, phone, data, fire alarm, Nautilus Card, ArgoAlert) • Track issues in JIRA tickets for resolution
Move-In	From Certificate of Occupancy through the Punchlist item.	<ul style="list-style-type: none"> • Respond to occupant tickets (prioritized based on occupant needs) • Routinely visit the site • Consult with LSP to address any issues
Punchlist	From Final Walkthrough to Construction Completion	<ul style="list-style-type: none"> • Identify issues - report to project manager • Create additional JIRA tickets as needed • Identify ongoing support concerns; develop MOUs as needed.
Maintenance Mode	From punchlist through normal operations	<ul style="list-style-type: none"> • Respond to JIRA ticket requests from occupants