

_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