

Technology Transition Process

- 1) **Inventory of current equipment and services**
 - PBX – Telephone system / Paging
 - Servers / PCs / Routers and modems/ Back up Media
 - Printers / Copiers
 - Security
 - Network services – Dial tone, Internet, Wan

- 2) **Move or Buy Analysis**
 - RFP process if needed

- 3) **Construction preparations**
 - Demarcation
 - Risers / Closets
 - Electrical
 - Number and placement of dedicated and standard outlets in server room
 - Review entire electrical plan with PM for other office equipment
 - Temporary power
 - Structured wire
 - Plenum
 - Conduit
 - Furniture pass through
 - Timing with walls and ceiling
 - Inspections
 - Pre-finish areas
 - Mechanical, Security

- 4) **Move preparations for technology equipment and services**
 - Network
 - Order numbers and due dates
 - Pre install, loop back testing and hot cuts
 - Equipment installation synchronization
 - Hardware
 - ID Maintenance contract requirements
 - “Design” the move
 - Power down / boot up
 - Wrap and move

- 5) **Move Day**
 - Cutover coordination
 - Construction supervision