



EOTSS Defined Standards: Facility Planning and Timeline Considerations

WORK TO BE PERFORMED	EOTSS TIMELINE BREAKDOWN and REQUIRED LEAD TIME	NOTES
Network and WiFi - survey to install	TOTAL: 7 to 18 week lead time*	<i>*PLEASE BE ADVISED: if a fiber build is required prior to circuit installation, this timeline may increase to a total of up to 150 <u>business</u> days</i>
Network and WiFi site survey:	1 to 2 week lead time	<i>WiFi site survey typically occurs in parallel to the circuit vendor site survey, once architectural drawings are available for review and construction begins.</i>
Circuit installation time	30 to 90 days (once site survey approved)	<i>runs in parallel with network and WiFi equipment acquisition</i>
Network and WiFi equipment acquisition	2 to 4 week lead time (once site survey complete)	<i>runs in parallel with circuit install (cabling/power)</i>
Network and WiFi config and install:	2 to 4 week lead time (once site survey complete)	<i>Wi-Fi installation begins once the contractor confirms cabling, cooling and power is complete and racks are ready for installation. Network switches are also installed at this time.</i>
Schematic space plan, including wiring, circuits, electrical outlets, network jacks	1) when cable installation is 90% complete, AND 2) when cable installation is 100% complete	
End user hardware and devices - procurement to deployment	TOTAL: 3 - 5 week lead time	

Procurement	2 - 4 weeks by contract with HP	<i>Under normal circumstances. 2 weeks for processing of order through EOTSS and 2 weeks for delivery of hardware.</i>
Deployment preparation, including software packaging, schedule of deployment, provisioning of licenses and accounts, etc.	1 week	
Printer/multi-function device - procurement and installation (EOTSS Enterprise Print Solution)	TOTAL: 30 days	
MassVoice equipment - procurement to installation	TOTAL: 30-60 days	
Circuit/Phone Line order	30-45 days if coming from another vendor 14-21 days if coming from same vendor	<i>can be done in paralell with procurement and installation</i>
Procurement	30-45 days	<i>including design and quote process</i>
Installation	30 days	<i>portions contiguous with procurement</i>

Version	Author/Editor	Reason for Change	Date
1	Jessica Powers	Initial Document	Sep-20