

# KICK OFF CALL

The kick off call is the first meeting between you and your dedicated project coordinator (PC). During this process, your project coordinator acts as your primary contact for questions or updates related to your project. At the same time, the PC is responsible for engaging other members of the Nitel team to ensure a smooth implementation.

Within the next couple of days your PC will be reaching out to introduce themselves, understand what needs to be done and agree on how to work together to get it done.

There's no doubt a project kickoff meeting can set the course and tone for the rest of a project. So let's get this started right!

A great kickoff is the result of proper preparation. To give yourself, and your team the best chance of success, be prepared to discuss the four areas we'll cover during our meeting:

## 1. Project Scope

We will review the order and ensure we have the correct information and all relevant paperwork. Things to have for the call:

- / Site Priority List
- / Local Contact
- / Handoff Type
- / Due Date

## 2. Site Readiness

We will review what local access vendors will be looking for during the site visit.

## 3. Start of Billing

We will let you know exactly when billing starts, so there are no surprises.

## 4. Next Steps

We will layout project expectations and upcoming milestones.

We are looking forward to kicking this off, in the meantime review the information below for Local Contact and Site Readiness.

## LOCAL CONTACT

We require at least one (1) point of contact that is on site (frequently known as LCON, or local contact). Identifying and assigning the best contacts at each of your locations may be the most important part of this process. The best point of contact at your site is someone who:

1. Is familiar with your site
2. Has access to the building and telecom room and can grant Nitel and/or the local carrier access to said rooms
3. Can make decisions to address getting the site ready.
4. Can commit to a "ready date" to have the site prepped and ready for circuit install.

Once you have designated a LCON and have provided their contact information, we will be able move your order forward to the next milestone - scheduling and completing a site visit or site survey.

During this milestone, Nitel and/or the local access carrier will require access to your site to complete a site survey and any additional installation activities.

- ✓ Nitel and/or the local access carrier will schedule a site survey with your local contact.
  - Please note that the scheduling of this milestone usually takes place directly with the LCON and the local access vendor
  - There could also be the possibility of the local access vendor arriving onsite without any prior notice. This tends to happen if the local access vendor technician has an opening or cancellation on his/her route. While we will always attempt to have this site visit scheduled ahead of time, please make sure that your LCON is aware that a tech could possibly be onsite at any time.

Please take the time to confirm the contact details for each site contact, so we can introduce ourselves and schedule the site visit:

Name (first and last):

Title:

Email:

Phone:

# SITE PREP CHECKLIST

Below is a general checklist to ensure your site is ready.

<b>POWER</b>	
Site has AC power with three prong plug	<input type="checkbox"/>
Room has grounding available	<input type="checkbox"/>
Room has power available within 6 ft of the area the equipment will installed	<input type="checkbox"/>
Aware that power strips or extension cords cannot be use with equipment	<input type="checkbox"/>
<b>BACKBOARD</b>	
The equipment will be installed within 20 ft of the circuit termination	<input type="checkbox"/>
The room has 1 of 3 available:	
4x8 inches of blackboard	<input type="checkbox"/>
Rack space	<input type="checkbox"/>
Wall space to mount new backboard within distance requirements	<input type="checkbox"/>
Equipment backboard is plywood and at least ¾ inches thick	<input type="checkbox"/>
Equipment backboard can support at least 50lbs	<input type="checkbox"/>
<b>ENVIRONMENTAL</b>	
Room is broom clean	
Room maintains temperature of 32 to 120 degrees	<input type="checkbox"/>
Room has a clear and safe access path to the area where the equipment will be installed	<input type="checkbox"/>
<b>INSIDE WIRING</b>	
Inside wiring is complete	<input type="checkbox"/>

Fiber extensions will be required for all fiber handoffs and for extensions longer the 300ft. If you are getting a copper handoff you will need to have a media convertor in place for all extensions that require fiber extensions.