PROJECT MANAGER RESPONSIBILITIES (SCOPE)

1.1   WI-FI DESIGN METHOD AND DESIGNER SELECTION

The Project Manager is responsible for overseeing the selection of a Design Team that employs a Wi-Fi designer who has experience with the equipment type(s) proposed and shall have been in the wireless network design business for a minimum of three (3) years.

A. The Project manager shall have reviewed the "A/E Design Guide" and require that the A/E design proposal include those requirements and have the required personnel on staff. See section 1.3 QUALITY ASSURANCE A. Engineers Qualifications.

B. The Project Manager should contact UW-IT to request a design for Wi-Fi or with approval of UW_IT ask for recommended Wi-Fi designers on project by project bases.

C. The Project Manager shall initiate a decision as to whether the construction contract is going to provide cabling or if cabling will be done through UW-IT. (see the 1st "specifier" instruction in Section 27 17 52) If cabling for the Wi-Fi is to be done through UW-IT then specification section 27 17 52 COPPER AND FIBER OPTIC COMMUNICATIONS CABLE PLANT does not need to be included in the specifications unless needed for other communications requirements.

D. See 1.3 of this document for possible use of optional approach.

1.2   PROJECT MANAGER DESIGN PHASE RESPONSIBILITIES

A. When the Wi-Fi design is done by the A/E design team, the Project Manager shall insure that the Design Team furnish a complete 802.11 wireless access point network design including both the predictive Ekahau project survey and the post construction site Survey according to the standards and practices set forth in the A/E Design Guide for Section 27 17 53. The Project Manager shall ensure that the Design Team includes the infrastructure to support the Wireless Access Points and the Design Team coordinates between Specification 27 27 53 and Division 26 and that this infrastructure design is included in the Bid Documents.

B. The Project Manager shall contact UW-IT to initiate the "UW-IT Wi-Fi Information Form" by sending an E-mail to help@uw.edu. The Project Manager shall clearly state they are requesting a Technology Project Manager to establish a UW-IT Wi-Fi Information Form. In the request provide the Building and Room numbers, the company name of the Wi-Fi Designer and the Designer's contact e-mail.   The Analyst will establish the Wi-Fi Information Form and place it in google shared documents and provide the Project Manager and Designer with instructions on how to access the document.   The Designer shall fill out their requirements on the form as will the Contractor (installer) and UW-IT personnel as required. See Instructions to Designer, the bid specifications and sample form.   The Project Manager shall provide the Wi-Fi information Form online location information to the successful contractor so they can access the form. The Project Manager is to inform UW-IT when the form has been filled out by the Designer and the Contractor.

C. The project manager shall obtain UW-IT Wi-Fi Engineers approval on all Wi-Fi designs, drawings and field revisions to the Wi-Fi installation.

D. The Project Manager shall provide the Wi-Fi Designer's Surveyor with a temporary UW NetID to provide the ability to ping active Wi-Fi Access Points during the post install survey (heat mapping) of the Wi-Fi signal.

1.3 PROJECT MANAGER'S OPTIONAL APPROACH

A. The project Manager may under certain design and contracting situations **and with prior agreement with UW-IT** choose to request a Wireless Access Point (WAP) design through UW-IT. Among these design and contracting situations are:

1. Construction by UW Facilities Services.
2. Construction by the Job Order Contractor.
3. Projects being bid off the Small Works Roster.
4. Projects with minimal disruption to the existing WAP(s) location(s).
5. If the Project Manager would deem use of UW-IT for wireless design a benefit to the project, regardless of size. (It never hurts to ask)

B. If the option to have UW-IT provide the design for the WAP location(s) is agreed upon, the Project Manager is to provide to UW-IT CAD background drawings showing the revised floor plan, ceiling plans and if available furnishing plans to UW-IT a minimum of 15 working days prior to the date that the WAP layout design is required by the design team. This should take into consideration the amount of time it will take the A/E team to design the infrastructure for those WAP location (s) and include them in the project bid documents.

1.4 PROJECT MANAGERS PURCHASING RESPONSIBILITIES.

A. Aruba Wireless Access Points and associated equipment are the university standard and alternate products are not compatible. Through UW Purchasing the UW has a materials contract with Aruba with very deep discounts. Therefore to save the University dollars the standard practice is to have the CPD Project Manager purchase the approved equipment through purchasing against the project budget.

B. 90 days prior to project being ready for Wireless Access Point (WAP) installation contact UW-IT Wi-Fi engineering to confirm the current UW WAP product standard.

C. Working with UW-IT, prepare a Purchase Order through UW Purchasing utilizing the Aruba equipment purchasing contract. This P.O. should be charged directly against the project 40 budget.

D. For small projects or projects with minimal WAP installations discuss the approach and schedule impacts involved with UW-IT, to develop a project specific plan for obtaining the WAPS and an optional method for supplying WAPS in a timely manner. (UW-IT maintains a stock of WAPS and for small quantities can pull from this stock and bill the project for the equipment …. when agreed upon)