Getting Started

FILE MAINTENANCE – LOCAL AREA NETWORK (LAN) ROOM

- _Proposals
  - _2005 Proposals
    - 2005-001 New York City
    - 2005-002 City of Kissimmee Florida
    - 2005-003 Cherokee County, GA-Public Safety Net
    - 2005-004 Northwest Communications
    - 2005-005 City of Wheaton IL
    - 2005-006 WaveRider - Oakdale Electric WI
    - 2005-007 Riverdale, IL
    - 2005-008 Noesis Corp
    - 2005-009 Highland Park, IL
    - 2005-010 Titusville, FL
    - 2005-011 Glenview, IL
    - 2005-012 City of Cocoa Beach WISP
    - 2005-013 Motorola MRB
    - 2005-014 County of Hawaii Interim Analog Link
    - 2005-015 Hometown Solutions
    - 2005-016 Southaven, MS - Cables and Connectors
    - 2005-017 Monterey County CA
    - 2005-018 Motorola Arlington TX
  - _2005 Proposals Archive
  - _2005 Proposals Under Consideration
  - _Sidney Proposals
  - _z2004 Misc. Proposals
  - _z2004 Proposals Archive 005-175
  - z2004 Proposals Archivie 176-254

Getting Started – File Management

- 99003-0003-015-164 Chip Shot
  - _Attachment 1 - Pricing
  - _Proposal Reponsibility Matrix
  - _RFP Package
  - Section A - Proposal Executive Summary
  - Section AA - Equipment Warranty
  - Section B - Proposal Narrative
  - Section BB - Technical Assistance Program
  - Section C - Access System Network Plan, Physical and Logical
  - Section CC - Completed RFP Attachments
  - Section D - Transmission System Network Plan, Physical and Logical
  - Section E & F - System Management - Alarm System Management
  - Section G - RF System and Timing
  - Section H - Digital Network and Timing
  - Section I - System Expansion
  - Section J - Service Protection
  - Section K - System and Network Security
  - Section L - Equipment Descriptions
  - Section M - List of Equipement, Materials, and Services
  - Section O - Maintenance Items
  - Section P - List of Test Equipment to be Provided by Buyer
  - Section Q - Power Requirements
  - Section R - Spectrum Plan
  - Section S - Preliminary RF Engineering Data
  - Section T - Site Plans
  - Section U - Alternate Proposals
  - Section V - Training
  - Section W - Project Schedule
  - Section X - Compliance, Deviations, or Exceptions
  - Section Y - Statement of Compliance
  - Section Z - Equipment Repair and Return Policies
  - Statement of Work

Left panel:

- _Projects
  - _Westchester Backhaul W00084-C0126
  - AECL Detailed Site Survey W00075-C0115
  - City of Buffalo M & M W00pending
  - City of Buffalo W00040-C0078
  - CML Wentzville MO W00086-C0128
  - Cocoa Beach M & M W00065-C0105
  - ComEd Fiber Group 17416-0002
  - GSA Bechtel PCS Program
  - GSA CML Support Services
  - GSA Motorola Support Services
  - GSA Trench-It CAD Services
  - GSA Wash. Group CAD Services
  - Harris-AllTel Kellner to Dellwood W00072-C0112
  - Harris-Green County W00073-C0113
  - Harris-Motorola-ISP Cypress-Ullin 2003-400-014
  - Harris-Motorola-ISP DesPlaines-Golf Road 2003-400-015
  - Harris-Motorola-ISP Edwardsville-Mt Olive 2003-400-017
  - Harris-Motorola-ISP Elgin-Plaza 13 2003-400-018
  - Harris-Motorola-LaSalle to Ottawa
  - Hawaii Digital Upgrade - 2003-300-001
  - Indian Prairie Maintenance W00076-C0116
  - Lee County 911 ETSB W00038-C0073
  - Metertek - Cocoa Beach W00061-C0099
  - Motorola 960 MHz 2003-400-031
  - Motorola Garland CAD W00087-C0129
  - Motorola Garland Lamp Bracket W00pending
  - Motorola Garland Site Survey W00088-C0130
  - SCIENTECH LaSalle Computers 2003-400-001
  - Southaven Back Office W00044-C0083
  - Southaven EQ Procure III W00085-C0127
  - WaveRider - Oakdale Electric W00081-C0122
  - xProject Archives
  - z50a R&R
  - zProject Tools & Templates

Right panel:

- _Projects
  - _GSA Accounts
  - _J2005-C0078 City of Buffalo M & M
  - _J2005-C0083 Southaven Back Office
  - _J2005-C0105 City of Cocoa Beach M & M
  - _J2005-C0116 Indian Prairie Maintenance
  - J2003-001 Hawaii Digital Upgrade
  - J2003-014 Harris-Motorola-ISP Cypress-Ullin
  - J2003-016 Harris-Motorola-LaSalle to Ottawa
  - J2005-002 Kissimmee Needs Assessment
  - J2005-022 ComEd Fiber Group
  - J2005-025 Motorola Riviera Beach
  - J2005-042 Motorola Federal Data Showcase
  - J2005-047 Motorola Arlington TX Demo
  - J2005-060 Motorola Chicago O'hare
  - J2005-065 WaveRider Hamilton Telephone
  - J2005-073 City of Buffalo CAP 3 & 4 Capacity
  - J2005-074 City of Bufflao Extended Maintenance
  - J2005-079 Maracor Kewaunee Door Analysis
  - J2005-C0073 Lee County 911 ETSB
  - J2005-C0099 Metertek - Cocoa Beach
  - J2005-C0126 Westchester Backhaul
  - xProject Archives
  - xProject Tools & Templates

CA

Getting Started – File Management

Project File Management

Left panel:

- 1.0 Project Control
  - 1.1 Project Index
  - 1.2 Contact Data
  - 1.2 Proposal, Change Order Requests
  - 1.3 Purchase Orders, Change Orders, Work Auths
  - 1.4 Project Status Reports
  - 1.5 Project Plan - Scope of Work & Schedule
  - 1.6 Project Procedures - Shared Information
  - 1.7 Specific Training & Reference Documents
  - 1.8 Applicable Regulations
  - 1.9 Project Invoices (also See Budget)
  - 1.10 Project Closeout - Acceptance Certificates
  - 1.11 Project Budget Tracking - Expense Reports
  - 1.12 Project Timecard Records
  - 1.13 Internal Task List
  - 1.14 Project Safety
- 2.0 Correspondence
- 3.0 Design & Engineering
- 4.0 Procurement
  - _PO Tracking & Templates
  - 4.1 Vendor Invoices
  - 4.2 RFP Documents
  - 4.3 Purchase Orders & Modifications
  - 4.4 Warranty Letters
  - 4.5 Inventory Log
  - 4.6 Warehouse Receiving Notices
  - 4.7 Quotation Evaluations
  - 4.8 Bill of Materials
  - 4.9 Vendor Contact Data
  - Reference Examples

Right panel:

- J2005-C0099 Metertek - Cocoa Beach
  - 1.0 Project Control
    - 1.1 Project Index
    - 1.2 Proposal, Change Order Requests
    - 1.3 Purchase Order & Project Number Request
    - 1.4 Project Status Reports
    - 1.5 Project Plan - Scope of Work & Schedule
    - 1.6 Project Procedures - Shared Information
    - 1.7 Specific Training & Reference Documents
    - 1.8 Applicable Regulations
    - 1.9 Project Invoices (also See Budget)
    - 1.10 Project Closeout - Acceptance Certificates
    - 1.11 Project Budget Tracking - Expense Reports
    - 1.12 Project Timecard Records
  - 2.0 Correspondence
  - 3.0 Design & Engineering
    - _3.12 Technical Cut Sheet Metertek Box
    - 3.1 Client Design Requirements
    - 3.2 Path Surveys - Reports
    - 3.3 Tower Analysis
    - 3.4 Path Calculations - Reports
    - 3.5 Frequency Coordination
    - 3.6 Soil Analysis
    - 3.7 Environmental Analysis
    - 3.8 Antenna Height Calcs
    - 3.9 Path Profiles
    - 3.10 Drawings
      - 3.10.1 Project Drawings
      - 3.10.2 Drawing Tracker Database
      - 3.10.3 Common Drawings
    - 3.11 FP&L Design Calculations

Getting Started – File Management

J2003-014 Harris-Motorola-ISP Cypress-Ullin
- 1.0 Project Control
- 2.0 Correspondence
- 3.0 Design & Engineering
- 4.0 Procurement
- 5.0 Installation & Test
  - 5.1 Installation & Acceptance Test Results
  - 5.2 Waveguide Sweep Test Results
  - 5.3 Antenna Alignment Test Results
  - 5.4 Concrete Compression Test Results
  - 5.5 Completed Construction Permits
  - 5.6 Guy Line Tensioning Test Results
  - 5.7 Ground Resistance Test Results

1.3 Purchase Orders, Change Orders, Work Auths
- 1.4 Project Status Reports
- 1.5 Project Plan - Scope of Work & Schedule
- 1.6 Project Procedures - Shared Information
- 1.7 Specific Training & Reference Documents
- 1.8 Applicable Regulations
- 1.9 Project Invoices (also See Budget)
- 1.10 Project Closeout - Acceptance Certificates
- 1.11 Project Budget Tracking - Expense Reports
- 1.12 Project Timecard Records
- 1.13 Internal Task List
- 1.14 Project Safety
- 2.0 Correspondence
- 3.0 Design & Engineering
- 4.0 Procurement
  - _PO Tracking & Templates
  - 4.1 Vendor Invoices
  - 4.2 RFP Documents
  - 4.3 Purchase Orders & Modifications
  - 4.4 Warranty Letters
  - 4.5 Inventory Log
  - 4.6 Warehouse Receiving Notices
  - 4.7 Quotation Evaluations
  - 4.8 Bill of Materials
  - 4.9 Vendor Contact Data
  - Reference Examples

3.8 Antenna Height Calcs
- 3.9 Path Profiles
- 3.10 Drawings
  - 3.10.1 Project Drawings
  - 3.10.2 Drawing Tracker D
  - 3.10.3 Common Drawings
- 3.11 FP&L Design Calculation

Hawaii Digital Upgrade - 2003-300-001
- 1.0 Project Control
- 2.0 Correspondence
- 3.0 Design & Engineering
- 4.0 Procurement
- 5.0 Installation & Test
- 6.0 Other
- 7.0 Miscellaneous

PROGRAM LEVEL

TYPICAL COMPANY

- APPLICATIONS (C:)
- EFILES CENTER (D:)
  - _0 CAD Professionals Company
    - _1 Company Projects
      - _Generic Project ToolKit
      - P2008-011 Elcon Inc
      - P2009-016 MBTC
      - P2010-003 CCC
      - P2010-006 SDCR
      - P2010-007 Gulf Tellez
      - P2010-008 ADM
      - P2010-010 RFI
      - P2011-001 R&M
      - zCHECKED OUT
    - _2 Company Projects archives
      - 1997
      - 1999
      - 2000
      - 2001
      - 2002
      - 2003
      - 2005
      - 2006
      - 2007
      - 2008
      - 2009
      - 2010
        - P2009-016 MBTC House Photos
        - P2010-001 ATP R2011
        - P2010-002 GRAF 1031 T1
        - P2010-004 Gezik Enterprises
        - P2010-005 Frankfort Tobacco
        - P2010-009 GRAF 1031 T1
        - P2010-011 Arizona FirePlace
      - 3 Company Projects Pending

- APPLICATIONS (C:)
- EFILES CENTER (D:)
  - _0 CAD Professionals Company
    - _1 Company Projects
      - _Generic Project ToolKit
      - P2008-011 Elcon Inc
      - P2009-016 MBTC
        - 1.0 Project Administration
        - 2.0 Outside Consultants
        - 3.0 Project Drawings
        - 4.0 Coorespondence
        - 5.0 Miscellaneous
      - P2010-003 CCC
      - P2010-006 SDCR
        - 1.0 Project Administration
        - 2.0 Outside Consultants
        - 3.0 Project Drawings
        - 4.0 Coorespondence
        - 5.0 Miscellaneous
      - P2010-007 Gulf Tellez
      - P2010-008 ADM
        - _0 ADM Web Site
        - _Standards & Symbol Library
        - 1.0 Project Administration
        - 2.0 Outside Consultants
        - 3.0 Project Drawing Records
        - 4.0 Original Drawings
        - 5.0 Coorespondence
        - 6.0 Miscellaneous
        - autoscript dwgs

FILE NAME CONSISTENCY