

IT Division - Infrastructure requirements for remodel and new construction projects.

Version - V

Date: 3/21/23

IT – IT Infrastructure Construction Policy

[This policy contains the process to ensure remodel and new construction projects have the required IT infrastructure to meet the needs of the Fond du Lac Band]



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SUMMARY

This policy is designed for the Fond du Lac Band of Lake Superior Chippewa regarding the network infrastructure needed for connectivity to the Fond du Lac Band's enterprise network and systems. This policy will be provided to the FDL Construction Manager, the Division, and the required subcontractors involved in the construction/remodel project.

Purpose

The Fond du Lac IT Division is committed to continuously improving the delivery of information technology projects that are within budget and on schedule. This policy is designed to help ensure that Fond du Lac's information technology projects meet these objectives by establishing a standard and consistent set of project management best practices to reduce project risks and increase project successes.

Policy

To initiate the engagement of the IT Division in a remodel/construction project requires the FDL Construction Manager or the involved Division to complete a project request form and submit it to the FDL Tech Steering Committee for approval and prioritization.

The IT Division must be engaged in the project's design phase to provide budgetary numbers related to network infrastructure.

Project-related communications must flow through the IT Project Administrator to properly distribute the needed IT resources. Requests for project information must be provided in a timely fashion, less than five business days. If no response is provided, guidance will be requested from the Executive Director.

Fond du Lac Band requires an adequately designed telecommunication/termination room/main distribution room/data center, including fire protection, temperature control, and controlled badge access. This is a minimum requirement as some construction/remodel projects may require additional power and redundancy considerations.

Fond du Lac Band of Lake Superior Chippewa requires IT Division approval on corporate network design for all construction and remodel projects prior to documents being released for bid.

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Fond du Lac Band requires a representative of the IT Division to approve all corporate network technology system designs on all projects. A confirmation will be provided by the Construction Projects Manager and lead architect assigned to the project that the approved system design will be incorporated into the project.

The IT Division will process payment for all network infrastructure and cabling required. Budget information will be provided to the IT Division upon budget approval. Upon approval, a budget amendment related to IT infrastructure will also be provided to the IT Division.

The electrical contractor shall provide all required conduits and raceways per the IT-approved design.

The outside plant (fiber connectivity) will be redundant and physically diverse whenever possible.

This policy only covers inside plant infrastructure (inside the building) and does not include outside plant (external connectivity) infrastructure to and from the building.

Exceptions to this Policy

This policy does not cover the design, management, or installation of surveillance, security, electronic door badge systems, audio-visual equipment, fire alarm systems, or alarm systems.

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Date	Description of Change	Reviewer
03/10/2023	Policy Creation	Alan Walt
3/21/2023	Policy Edits	Alan Walt/Chris Lees/ Josh King-HagE
3/24/2023	Policy Edits	Alan Walt/Chris Lees/ Josh King-HagE
3/28/2023	Final Review	Alan Walt

KEY DETAILS

- Policy Prepared by: Alan Walt – Chris Lees – Josh King-HagE
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- Approved by: Reservation Business Committee
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