



Project Charter – 2.4 Telecommunications Conduit Framework

Function: Engineering

Project Team

Project Manager: Director of Engineering
Project Coordinator: Engineering Coordinator

Summary

The project will identify how the Municipality can facilitate telecommunications infrastructure through municipal capital project construction. A framework will be developed identifying how the installation will occur and the process to manage the infrastructure once installed.

Deliverables and Objectives

- Facilitate fibre installation that improves service to areas of the Municipality.
- Review options to facilitate telecommunications through municipal capital project construction.
- Develop framework and policies to identify process of asset installation and management.

Benefits

- Improved telecommunication infrastructure

Scope Description

This project will include the review of conduit installation methods to determine if it can be facilitated through capital projects. Based on the results of the initial review a framework and policy will be developed. The framework will identify how the Municipality will installing conduit and the required parameters including:

- what type of capital projects will include conduit installation;
- design requirements for conduit; and
- process for budgeting for conduit installation.

The policy will provide consistent requirements and clear direction for telecommunication companies looking to:

- utilize the municipal right of way;
- utilize the municipally installed conduit; and
- install privately owned infrastructure in the municipal right of way.

The policy will identify:

- who can utilize the conduit;
- how it can be utilized;
- agreement requirements; and
- costs associated with the conduit use.

Out of Scope

- Conduit installation independent of non ground opening capital projects and non capital projects
- Telecommunication infrastructure in the urban boundaries
- Installation of telecommunication infrastructure
- Radiocommunication infrastructure

Process/Schedule

The telecommunications conduit review and framework is estimated to take **6 months**. Depending on the initial findings a schedule of work will be identified to Council with an update on the implementation options and preferred solution. The timing of the framework and policy will be dependent on the preferred solution as the complexity of work could vary.

The following process will be followed for the project:

- Background review
- Identification of alternatives including capital project impacts (timing, financial, design, etc.)
- Evaluation of alternatives
- Selection of preferred alternative
- Council report - Summary of alternative review and preferred solution

- Framework development
- Policy development
- Council report – Framework and policy

Risks

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
Lack of internal knowledge	Medium	<i>Medium</i>	Rely on municipal organizations and municipalities for information.
Miscommunication about the project with stakeholders	Medium	Medium The dialog about the project misrepresents the intent and potential implementation of the Plan. Stakeholders are upset with the outcome.	Consult with stakeholders and provide information when available.

Budget / Resources

Currently staff do not have significant knowledge on telecommunication conduit requirements and installation methods as this work is typically completed by private industry. Research will have to be completed to understand how the installation can be incorporated into capital projects to benefit telecommunication infrastructure will having limited impact on the tax base.

A consultant will be required to assist with the standard design for conduit installation and any other technical knowledge required for the framework and policy. It is anticipated that a budget of \$10,000 would be adequate for this type of assistance but could be dependent on the preferred solution.

The estimated staff hours for this project are 150 hours.

Charter Adoption

Date: _____

CAO: _____

Project Manager: _____

Appendix 1 – Project Governance (RASCI) Responsibility Assignment Matrix

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Director of Engineering	X					
Engineering Coordinator		X				
Clerk			X			
Consultant	X					

Responsible – The project owner. There can be multiple people responsible for a task.

Accountable – This person has final control over a project task and the resources associated with it. They will generally assign and delegate project work responsibilities. Only one person accountable to one task.

Supportive – Supportive people are able to provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.

Consulted – Those who are Consulted are there to help the Responsible person finish tasks with success. These people can be consultants in their respective field that bring valuable subject matter expertise to the project.

Informed – These are people who need to be kept in the loop during the project life-cycle. Due to their status as a project stakeholder or the fact they will be impacted by the project, they will need to be informed about progress, at all stages, up-to and including project completion.