

Statement of Work

Instructions: This document identifies the goals, constraints, and success criteria for the project. The project manager should initially prepare a draft of the Statement of Work, and then submit it to the stakeholders for their review and comments until there is overall agreement.

Title of Project **VMware**
Date Prepared **July 31, 2007** *Date Adopted*

Stakeholders

Sponsor **Kent Hendrickson**

Project Manager **Dave Spanel**

Management **IS Exec**

Project Team:

Dave Spanel	Communications & Operations
Lisa Bogus	Information Technology Support
Mary Lohse	Enterprise Information Solutions
Patrick Menard	Information Technology Support
Tim Myers	Communications & Operations
Cory Goesch	CIT

Users & Customers:

IS System Administrators
IS Application Developers
CIT
CBA
Shared Services

Other Stakeholders:

Disaster Mitigation Planning Team
Colleen Huls project manager
Enable and Support University Web Environment Team
Tom Hansen project manager

Objectives and Constraints

Purpose Virtualization technology is transforming the IT landscape, enabling organizations to dramatically improve the performance and efficiency of IT infrastructure. This project's purpose is to put in place the infrastructure necessary to deploy a production VMware environment.

Scope This project is IS-wide in scope with high interest from several other departments at UNL. The long-term goal of this project is to deploy a production VMware environment, to do this we will break the project down into different phases. Phase 1 will consist of developing consensus from IS on a finalized architecture plan.

Deliverables Phase 1: VMware Project

- 1) VMware System design plan
 - A. Research and develop ESX server options
 - B. Develop questionnaire for information gathering meeting.
- 2) VMware Information Gathering Meeting
 - A. Conduct IS-wide meeting of system administrators, present VMware system design options and gather information through a questionnaire.
 - B. Review and incorporate information into a recommended ESX system design plan.
- 3) VMware Support Plan
 - A. Research Gartner and Big 12 peer institutions to see what level of staffing is being devoted to VMware administration.
 - B. Develop IS support plan which includes staffing with assigned responsibilities.
- 4) Presentation of VMware Phase 1
 - A. Meet with Kent and directors to review the ESX system design plan.
- 5) Presentation of VMware Support Plan
 - A. Dave Spanel provide Kent with plan

Schedule Estimate:

#1 VMware system design plan	September 15, 2007
#2 VMware Information Gathering	October 1, 2007
#3. Presentation of VMware Phase 1	October 15, 2007
#4. Presentation of VMware support plan	November 1, 2007

Training:

An opportunity for staff to attend local VMware training has been made available through CSN. The class is to be held Oct 8-12. Cost estimates are \$4,692.31 per student. There is approximately \$9,500.00 remaining from the 35K budget from the initial VMware initiative. I will be seeking approval for project team members to attend this training and that the remaining funds are used for the fee.

Staffing:

Current % of time approved by each employee's direct supervisor

Dave Spanel	25% of time devoted to project
Tim Myers	25%
Lisa Bogus	30%
Mary Lohse	10%
Patrick Menard	10%
Cory Goesch	CIT In kind

Equipment Inventory: The following equipment has already been purchased from the initial proof of concept VMware initiative.

Dell 2950	6,095.59
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2 VMware ESX Software	6,066.00
1 year 24x7 software support	2,870.00
VMware VirtualCenter Mgmt Server	2,660.59
1 year 24x7 Mgmt Server support	1,250.00

The following equipment was purchased by Patrick Menard with Pam's approval for an in-kind donation to the VMware initiative.

Dell 2950	5,547.49
VMware ESX software	4,468.00

Project Charter

Instructions: A Project Charter announces that a new project has begun. The purpose of the charter is to demonstrate management support for the project and the project manager. The charter clearly establishes the project manager's right to make decisions and lead the project.

Sponsor

Kent Hendrickson

Date

July 31 , 2007

Title of Project

VMWare

Project Manager

Dave Spanel

Charter

Research, test, and develop an infrastructure enabling the deployment of a "production" VMware environment.