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College of Marin
Project Kick Off Meeting

Date: 05/09/2022	Time: 10:30 AM		Location: Address/ WebEx
Project #: 95950	Project Title: College of Marin - IVC & FTC-Next Gen Firewall&Security Solutions- 95950 - pFlex		

Attendees:	AMS.NET: Jocelyn Ambrose, Robert Ho, Dave Zieker, Jeff Hoffman College of Marin: Patrick Ekoue-totou, Patrick Ekoue-totou

1. Scope of Work Review:
- High Level Review:
  - Phases 1-2 in progress
  - AMS to build the new Fortinet Firewall. This will be the new internet Perimeter firewall and will become the testing and POC environment for building out the new
  HA config for both IVC and KTD. Phase 3 is estimated to require 40 hrs (20 hrs per site).
  1. Fortinet/IVC test setup
  2. Integrate OOB management services - AD, User-ID, VPN Client, etc
  3. Tie in to OSPF backbone
  4. Tie in Public Facing ISP services (parallel to existing BGP)
  5. Setup test network for validation of firewall services (Security policy, NAT, etc)
- AMS.NET Exclusions:
- Assumed Customer Responsibilities:
- Clarifying Questions:

2. Project Milestones:
- Discovery and Preparation
- Design and Planning
- Project Execution
  - 90% of gear has been received, missing 1 ETA on a firewall
  - Phase 1-2 will continue on as planned
- Project Completion/Sign Off
- Post-Project Warranty

3. Project Controls:
- Risk and Change Management: Patrick would like to work with Dave Z as hours are used through this and the next 5 phases. It should be noted that the formalization of the firewall phase 3 portion of the project includes 80 hours, it was indicated that these hours should be used to continue on with Phases 1-2 and work on phase 3.
- Invoice Approvals
  - Billing Contact: No change to AP contacts, please include Patrick and Mina
  - Procedures: No changes to current billing procedures, equipment will be invoiced as it is received into our warehouse and Pflex hours are billed upon processing of the PO in advance of work.

4. Project Guidelines and Requirements
- Information required for discovery
  - Remote/Application Access – AMS has remote access
  - Physical Access
  - Hours of Operations – This project was designed with limited to zero planned downtime

- Customer Inventory Requirements
  - Asset Tags – send a list serial numbers and names to Mina and then Mina will provide asset tags to AMS.
  - Equipment Labeling – Standard should be fine
  - Material Delivery / Storage

5. Open Discussion
- Start fall semester 08/22, need to have all firewalls in place by 08/08/22
- Should focus on closing as 08/8/22
- Milton security – need to loop them as we move through this project
- Jocelyn will schedule a call for 9:30AM on 05/20/2022 to review the timeline for completion of phase 1-3 and high level timelines for phases 4-8.