

# Example Checklist of a Horizon Installation

Below is an example list of the activities you should do when installing Horizon. The estimated durations are intended as a guide and are not SLAs.

<b>Task Ref</b>	<b>Task Name</b>	<b>Est. Duration</b>
1	Contract award	0 days
2	Customer site survey	1 day
3	Review access requirements	1 day
4	Check bandwidth requirements	1 day
5	Check access product suitability	1 day
6	Review on-site cabling/infrastructure	1 day
7	Review training requirements	1 day
8	Review numbering requirements	1 day
9	Complete number portability checks	1 day
10	Review config spec	1 day
11	Review after-care service requirements	2 days
12	Order customer access	40 days
13	Customer access handover	2 days
14	Pre-configure access router	1 day
15	Install access router on site	1 day
16	Test access	0 days
17	Organise scope of works	1 day
18	Upgrade infrastructure on site	5 days
19	Review & signoff	1 day
20	Create customer account	1 day
21	Create customer site	1 day
22	Order new numbers	1 day
23	Order subscriptions/bolt-ons/groups	1 day
24	Order hardware (handsets/PSUs)	5 days

<b>Task Ref</b>	<b>Task Name</b>	<b>Est. Duration</b>
25	Administrator login details sent	1 day
26	Hardware delivered to site / added to GUI	0 days
27	Create & configure users	1 day
28	Install hardware on site	1 day
29	Test hardware with users/dummy numbers	1 day
30	Assign porting numbers to users	0 days
31	User training	1 day
32	Order number ports/migration	21 days
33	Numbers drop into Horizon GUI	0 days
34	Pre-port test calls	0 days
35	Sign off and complete project	0 days
36	Test	0 days
37	Initiate consultative period	10 days
38	Sign-off and complete project	0 days