

Technical Specialist or Computing Professional IV

*Comment: This list of goals serves as a good example of **specificity**. Notice that each goal statement begins with an unambiguous verb. Sometimes it is not possible to start a goal with anything more than “provide support” or “assist with” but where it is possible to be more specific, it is best to do so.*

The manager sent these in the form of a simple list. As you can see in his opening statement these goals have not yet been assigned to individuals and may need to be broken down further. Finally, the manager has made an estimate of time at the end of each goal. It is important to note that these goals, and presumably the time estimates, were developed with input from the employees. RMcG

These are general project, performance and procedure goals for CCF/DCI in the year 2003 developed with input from DCI members. They are intended as a starting point for creating useful goals to be assigned to group members and incorporated into performance evaluations at yearend. This list may be added to and changed as the year progresses.

- 1. Develop a system and procedure for cable installation data that will also record MACs. We're leaning toward using MS Access for this. (3 months)**
- 2. Survey and document the existing ABF installations including TDU locations and tube cable usage. This data would eventually migrate into the MS Access database, so it should be put in a compatible format like Excel spreadsheets. (2 months)**
- 3. Design, acquire and install an overhead cable tray system in WH8FC for the 900um patch fibers. (6 weeks)**
- 4. Reconfigure our Zone cabling racks on FCC1 and 2 using updated cable management hardware, vertically and horizontally. (6 weeks)**
- 5. Publish a cable labeling Procedure Note that would cover field-installed cabling including horizontal cabling and patch cords installed by DCN and us. This must be compatible with the standards established in item 1. (2 weeks)**
- 6. Plan, order and install additional trunk cables (fiber and Cu) and panels in FCC1 and 2 Zone systems. (2 months)**
- 7. Establish at least one specific technical training goal for each DCI member in FY03, related to our mission and relevant network technologies. (2 weeks)**
- 8. Acquire the following test equipment in FY03: Cat6 cable tester; OTDR with 1550nm laser; digital camera; fiber inspector. (3 months)**
- 9. Author a set of DCI web pages with contact information, links to documents and FAQ's. (2 months)**

10. **Develop a system for technical review of contracted installations including a punch list requirement, routing to Group Leader and filing for reference and invoice payment approvals. (1 month)**
11. **Document the locations and details of the WH and FCC GPS antenna installations. Make it compatible with item 1. (3 weeks)**
12. **Convert the present conventional interbuilding fiber racks on FCC2 to the Fibermax system. Includes selection, ordering of materials, installation and removal of old racks. (2 months)**
13. **Generate plan with cost estimates for the installation of at least 2 continuous sm fiber links (4 fibers) from FCC2E, to the Kautz Road ComEd substation, for eventual connection to their dark fiber into Chicago/Starlight. (6 months)**
14. **Respond to repair requests from the MISJOB queue within 4 hours during working days. (Group Goal)**
15. **Respond to installation requests from the MISJOB queue within 5 working days. To respond means taking the request from the queue and contacting the requestor to discuss installation requirements. (Group Goal)**
16. **Maintain a clean, organized and safe work environment in the following DCI common areas: WH8FC, FCC311, FCC355 through monthly inspection/cleanup days performed by Group members on a rotation basis. (Start on 12/6/02)**
17. **Increase network capacity between WH8FC and FCC2E by installing a 12-strand ABF bundle between the buildings through existing tube cable infrastructure. Project includes all the necessary elements of layout, procurement, scheduling, installation and acceptance. (Target completion by the end of the second quarter 2003)**
18. **Procure and install cable management hardware as a pilot project on the FCC2 Zone Cabling network and console patch panel racks. Installation will be evaluated and critiqued for future applications.**
19. **Upgrade office network cabling on WH10E with fiber to the desktop, to support 100mbs for the entire MiniBoone staff. Project includes all the necessary elements of layout, cost estimation, procurement, scheduling, installation and acceptance. (Target completion date per customer requirements.)**
20. **Install complete video conferencing, A/V and networking at the CDF/B0 Conference Room. Project includes all the necessary elements of layout, procurement, scheduling, installation and acceptance. (Target completion date per customer requirements.)**