



Enterprise Technology Support

Collocation Database Application – Network Sales Support Methods and Procedures

Document Title: Collocation Database – Network Sales Support (NSS) Methods and Procedures

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Target Entity: The primary audience for this document is SBC Local Exchange Carrier personnel in the following disciplines, Network Sales Support/Collocation Coordination Manager/Collocation Project Manager (NSS/CCM/CPM) organizations. This document is to be used internally and have a limited distribution subject to the header/footer information. This M&P may be found on the Internal Web Sites listed below:

Author: Sallyn M. Lewis

Phone: 925 823-4644

Internet Address: smlewi1@msg.pacbell.com

Description: Presented in this document are the methods and procedures for the NSS use of the Collocation Database Application

Cancelled Documents:

Proprietary Information – Confidential

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1.0 Reasons for Reissue

Issue 1.0 - First issue.

2.0 Introduction

The primary audience for this document is SBC Local Exchange Carrier personnel in Network Sales Support/Collocation Coordination Manager/Collocation Project Management (NSS/CCM/CPM) organizations. This M&P may be found on the Internal Web Site: <http://home.sbc.com/commonsystems/> or <http://apex.sbc.com/>

The Collocation Database is a Web based application designed for the input and tracking of collocation applications submitted by Competitive Local Exchange Carriers (CLECs). These collocation applications consist of requests for new space and facilities or the augment or addition to existing collocation space and/or facilities within SBC eligible structures.

The Collocation Database has several modules within the database for use by different groups, including the Collocation Service Center (CSC), Network Planning and Engineering (NP&E), and Corporate Real Estate (CRE). These groups are responsible for provisioning space and facilities, ready for occupancy/service, for a collocator. This M&P addresses the module used by the NSS/CCM/CPM.

3.0 Collocation Database Application Access

To access the Collocation Database go to Web Site <http://ebiz.sbc.com/collodatabase/login/home.cfm>
When you reach the sign-on screen enter your SBC user id and password, your region, and click on OK.

If you need assistance accessing the database or establishing a password contact your Region SME listed in the Contacts Section 7.0.

Once you have logged into the database and reached the Main Menu there are several menu selections. NSS will predominantly use the following selections:

- Edit Application – This section contains the collocator’s application entered by the Collocation Service Center (CSC).
- Daily Log – This section provides a log of collocation applications by several different criteria, including received date, first 50% received date, Revision date, second 50% date, and cancellation. The request can be sorted by date parameters and market area. This report also contains a list of deleted applications.
- NSS – This section tracks those dates, which are critical to NSS prior to construction start.
- CPM – This section tracks the critical dates associated with the job and activities to ready the space and/or facilities per the collocator’s application.

4.0 NSS/CCM/CPM Collocation Database Responsibilities

4.1 Collocation Coordination Manager (CCM)

The CCM manages the critical dates, which are prior to construction start associated with the NSS module in the Collocation Database. Not all regions have a separate NSS module at this time. If the NSS module is available in your region, the CCM will manage and populate the NSS critical dates. Some fields, such as Application Received Date, Construction Start Date, and Construction Interval are populated by the Collocation Service Center (CSC) when the Application is received and when the 50% non-recurring charges are received.

4.2 Collocation Project Manager (CPM)

The CPM manages the critical dates associated with the CPM module in the Collocation Database. The CSC populates the Construction Start Date and Construction Interval when the complete collocation application is accepted and/or the 50% non-recurring charges are received. The scheduled critical dates are automatically populated forward from the Construction Start Date and Construction Interval. The CPM is responsible for the tracking of the critical dates reflected in the CPM module even though they may not be directly responsible for meeting the dates. When the individual group or person responsible for the critical dates populates the “Actual” date in their own module, the date is automatically populated in the CPM module.

4.3 Process Flow

Step 1: Daily Log	The CCM will request the “Daily Log” from Main Menu. Requests in the Daily Log are reported by date range. The report will display Collocation Application requests by its assigned Case Number with its Application Received Date. The Daily Log displays a one line summary of what each application is requesting, i.e. collocator, caged, cageless, space, type of request, etc. The Daily Log report also lists deleted cases. These are cases deleted from the database because of duplication or error by the CSC. Generally, there is no action by NSS on the deleted cases.
Step 2: Application Review	The CCM will select the “Edit Application” from the Main Menu. Enter the case number from the Daily Log report to view the Collocation Application. Review the CLEC’s collocation request. The CLEC’s collocation request may require NSS to provide new space assignment or to quote charges.
Step 3: CCM Tracking	The CCM will select the “NSS” module from the Main Menu. Critical dates associated with space verification and quotes are displayed. The CCM is responsible for tracking the necessary critical dates and populating the actual dates for those activities.
Step 4: CSC Inputs	When the application is accepted and/or the CSC has received the 50% nonrecurring charges, the CSC will enter the “Construction Start” date and the “Construction Interval” in the database. This action is the handoff of the collocation project to the CPM. The Job Status is changed to “Sold”. The construction start date field is automatically populated based on the CSC inputs of appropriate fields (Date Received – First Payment; Date Received – No Money Required, etc.) The construction interval should be populated during the space verification or quote process in order for the scheduled date fields to be automatically populated. This step is critical within the CSC to populate the correct fields and in the proper sequence, or downstream reports and extracts will not list the project.
Step 5: CPM Tracking	The CPM will select the “CPM” module from the Main Menu. When the Construction Start date and Construction Interval are entered in the database, the Scheduled critical dates are then auto populated, for tracking of the collocation job to ready the space and/or facilities to meet the collocation “Ready for Occupancy/Service Date”. The CPM will use the CPM module to track and manage those critical dates necessary to meet the Ready for Occupancy/Service date.
Step 6: Application Review	The CPM will select the “Edit Application” from the Main Menu. Enter the case number to view or update the Collocation Application. Review the CLEC collocation request.

5.0 Collocation Database Application Reports

5.1 Management Reports

Each Region has a Manager's/Management Report menu selection available from the NSS/CPM module. The management reports vary depending on the specifics of the particular region. Management reports are generally requested by region and are used by upper management to track volumes and on-time completion of collocation requests. The data for the Manager's/Management performance reports is usually extracted from the Collocation Database on the fifth calendar day of the month. Therefore, the database dates for the previous month need to be input into the Collocation Database by the third calendar day of the current month.

5.2 User Reports

The NSS and CPM modules have a Reports menu selection. There are various reports set-up for the CCM and CPM to use for tracking of functions. The reports can be requested as an on-line report or in an Excel format, which can be downloaded to the PC. As an example, the "CPM JOB DUE" report in the CPM reports menu is a CPM tool to track and manage individual collocation projects.

5.3 Custom Reports

The users can create one-time custom reports by accessing the Customer Reports Generator from the Collocation Database Home Page.

The Collocation Database Application Manager can be requested to create custom reports for individuals, Market Areas, or Regions. These custom reports are unique and are made available on the Frequently Used Custom Queries menu selection.

6.0 References

BSP-002-136-003, *Frame Forecast M&P*, Issue 6
BSP-002-136-002, *Collocation Provisioning Guidelines*, Issue 11
BSP-002-136-006, *Line Sharing M&P*, Issue 7.3 (ILEC Use)
BSP-002-136-010, *CLEC Line Sharing M&P*, 7.0 (External for CLEC Use)
TP 76200MP – *Network Equipment – Building Systems (NEBS)*
TP 76300MP – *Installation Guide within the Central Office*
TP 76400MP – *Detail Engineer Requirements for the Central Office*
TP 76900MP – *Installation Testing Requirements for the Central Office*
Corning Cable Systems – SRP-203-236, *ADSL POTS-SPLITTER Rack Mount Shelf- Standard Ver.*
Corning Cable Systems – SRP-200-214, *Continuity Test Card for 96-Channel POTS-SPLITTER*
Corning Cable Systems – SRP-203-245, *ADSL POTS-SPLITTER Rack Mount Shelf – 19”.*
PAN 20001017, *POTS-SPLITTER* Approval for Use
PAN 20001000, *Main Distributing Frames* Approval for Use
PAN 19995316, *Connector Blocks* Approval for Use
PAN 19985029, *Covers for Unit Protector and Cross-Connect fields for ADSL/xDSL*
PAN 19985018, *Tight Twist Wire for 1.544 Mb/s/T1*
PAN 19985019, *ADSL Cross-Connect Wire*
PAN 19995037, *Cover for Unit Protector & Cross-Connect Fields for T1/1.544 Mb/s Services*
PAN 19985036, *Cover for Unit Protector & Cross-Connect Fields for High Voltage Services*
PBSD ID-1891, *SBC Interconnection Drawings*, Issue 9 (for SWBT, PB, NB)
PBSD ED-1891, *SBC Engineer Drawings*, Issue 11 (for SWBT, PB, NB)
AM-E-01578-10, *SBC Design Equipment Drawings*, (for Ameritech)
AM-W-01578-11, *SBC Design Wiring Drawings*, (for Ameritech)
SNE J95215-71 *Line Sharing*, Issue 8 (Equipment for SNET)
SNE T95215-31 *Line Sharing*, Issue 6 (Wiring for SNET)
SNE J99121-71 *Physical Collocation*, Issue 21 (Equipment for SNET)
SNE T99121-31 *Physical Collocation*, Issue 14 (wiring for SNET)
Building Block 0740 - Frames
MMP 98-06-001, *Broadband Twisted Pair Wiring for Distribution and Protector Frames*, Issue 2
SIP 10-4500-025, *Line Sharing-Non Digital Loop Electronics ADSL*, Issue 3 (for Network Services and Operations)
BSP 800-003-150MP *SBC-Cable and Wire Installation for Cable Racks and (Fiber) Raceways*, Sept 1998
BSP 801-500-900MP *SBC DSX1 Digital Cross-Connects Systems for DS1* (For October 1999 Release)
BSP 801-500-901MP *SBC DSX3 Digital Cross-Connect Systems for DS3/STS1* (For October 1999 Release)
BSP 630-299-900MP *SBC Fiber optic Deployment in the Central Office*, February 2000
BSP 201-222-900MP *SBC Convention Frame Deployments* (For August 2000 Release)
BSP 201-222-901MP *SBC Modular Frame Deployments* (For October 2000 Release)
MMP 98-06-001, *Broadband Twisted Pair Wiring for Distribution and Protector Frames* (Draft Mar 2000)
FLASH 00-002, *Broadband Twisted Pair Wiring for Distribution and Protector Frames*, Jan 2000
FLASH 00-004, *Wiring of Derived Digital Pair Gain Pairs on Distribution Frames*, Jan 2000
FLASH 00-021, *Non-Connectorization Standard on SBC Frames*, June 2000

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7.0 Contacts

Sallyn Lewis¹, Area Manager-Enterprise Technology Support – Collocation Support (Common Systems), SBC Services, Inc. (925) 823-4644, e-mail: smlewi1@msg.pacbell.com

Ernest Riojas², Area Manager-Enterprise Technology Support – Collocation Support (Common Systems), SBC Services, Inc. (214) 858-0816, e-mail: er0873@txmail.sbc.com

Linda McCurley², Area Manager-Enterprise Technology Support – Collocation Support (Common Systems), SBC Services, Inc. (405) 291-7282, e-mail: lm8492@ok.sbc.com.

Tony Raucci², Area Manager-Enterprise Technology Support – Collocation Support (Common Systems), SBC Services, Inc. (203) 553-2358, e-mail: ar2878@ctmail.snet.com

David Groom, Area Manager-Collocation Database Application Manager, Industry Markets (214) 576-4483, e-mail: ad7400@txmail.sbc.com

NSS SMEs:

- Cindy Dea, NSS PB (626) 308-8808
- Kathy Woodward, NSS NB (775) 333-3010
- Mary Nolan, NSS AIT (262) 523-8864
- Colleen Casey, NSS SNET (203) 553-1003
- Woody (Mike) Moody, NSS SWBT (214) 464-8813

¹ Primary Point of Contact for this document.

² Alternate Point of Contact