

# IT Administrator Templates

*Handbook Every IT Must Have !*



**Boost your IT career success more**

- 1. Workstation Management**
- 2. Server Management**
- 3. Server Room Management**
- 4. Data Backup Management**
- 5. LAN / WLAN / WAN Management**
- 6. License Management**

# Contents

## Part 1. Workstation Management Templates ..... 6

ITD_PC01.	IT Support Equipment Checklist .....	7
ITD_PC02.	Installed Software Checklist .....	9
ITD_PC03.	PC Data Migration Checklist.....	10
ITD_PC04.	PC Maintenance Checklist .....	12
ITD_PC05.	New PC Installation Checklist.....	14
ITD_PC06.	IT Assets Return Flowchart .....	17
ITD_PC07.	PC Trouble Shooting Flowchart.....	18
ITD_PC08.	Installed Software Report Form .....	19
ITD_PC09.	IT Asset Annual Report Form.....	20
ITD_PC10.	IT Services Annual Report Form.....	22
ITD_PC11.	Laptop Asset Delivery Agreement Form .....	23
ITD_PC12.	IT Asset Delivery Agreement Form .....	24
ITD_PC13.	Mapping IT Asset and Fix Asset Form .....	25
ITD_PC14.	PC (Move_Install_Change_Add) Request Form .....	26
ITD_PC15.	IT Equipments Borrowed Monitoring Form.....	29
ITD_PC16.	IT Equipments Configuration Mornitoring Form .....	30
ITD_PC17.	IT Sparepart Inventory Tracking Form.....	37
ITD_PC18.	Spare Ink Cartrid List .....	38
ITD_PC19.	IT Devices History List Form .....	39
ITD_PC20.	IT Maintenance & Support Agreements Contract Form .....	40
ITD_PC21.	IT Leasing Services Contract Form .....	41
ITD_PC22.	Laptop Asset Form .....	42
ITD_PC23.	PC/Laptop/Printer/Other Components Form.....	43
ITD_PC24.	PC Asset Form .....	44
ITD_PC25.	PC Hardware, Software Reporting Requirement Guidance .....	45

## Part 2. Server Management Templates..... 48

ITD_SV01.	Server Operation Monitoring Weekly- Monthly Form.....	49
ITD_SV02.	Application Server Restore Preparation Checklist.....	50

ITD_SV03.	Installing Server Checklist .....	53
ITD_SV04.	Protect Server Safety Checklist .....	56
ITD_SV05.	Server - Computer and Network Maintenance Checklist .....	57
ITD_SV06.	Server Infrastructure Maintenance Checklist .....	60
ITD_SV07.	Windows Server Maintenance Checklist .....	62
ITD_SV08.	Server Operation Daily Checklist.....	64
ITD_SV09.	Server Operation Weekly Checklist .....	69
ITD_SV10.	Server Operation Monthly Checklist.....	71
ITD_SV11.	SQL Server Security Audit Checklist.....	72
ITD_SV12.	Server Deployment Checklist.....	76
ITD_SV13.	Workstation, Server and Network Maintenance Guidance.....	78
ITD_SV14.	Windows Server and Linux Installation Guidance .....	82
ITD_SV15.	Server Security Checklist .....	85
ITD_SV16.	Windows Server Installing Plan .....	88
ITD_SV17.	Windows Server Recovery Plan .....	94
ITD_SV18.	Server Operation Weekly-Monthly Checklist .....	96
ITD_SV19.	Server and Infrastructure Security Assessment .....	98
ITD_SV20.	Windows Server Maintenance Daily-Weekly-Monthly .....	104
ITD_SV21.	Server Infrastructure Asset Form.....	110
ITD_SV22.	Server Configuration Policy .....	111

**Part 3. Data-Center /Server Room Management Templates ..... 117**

ITD_DC01.	Server Room Operation Monitoring Checklist .....	118
ITD_DC02.	Server Room Operation Daily Checklist .....	119
ITD_DC03.	Data-Center Architecture Audit Checklist .....	120
ITD_DC04.	Data-Center and Power Maintenance Procedure.....	121
ITD_DC05.	UPS Maintenance Plan Checklist .....	124
ITD_DC06.	Data-Center Maintenance Form .....	125
ITD_DC07.	Data-Center Operation Daily Checklist.....	126
ITD_DC08.	Data-Center Operation Checklist.....	128
ITD_DC09.	Data-Center Security Manual.....	129
ITD_DC10.	Data-center Physical Security Checklist.....	134
ITD_DC11.	Data-Center Sites Survey .....	138
ITD_DC12.	Data-Center Consolidation (DCC) Questionnaire.....	140

ITD_DC13.	Data-Center Audit Procedure .....	150
ITD_DC14.	Data-Center Safety Procedures Guidelines .....	155
ITD_DC15.	DR Site Selection Matrix .....	166
ITD_DC16.	Data-Center Safeguards Assessment Form .....	168

**Part 4. Data Storage & Backup Management Templates.....179**

ITD_BK01.	Business Data Backup Strategy.....	180
ITD_BK02.	PC Important Data Backup Guidance .....	185
ITD_BK03.	Data Backup Procedure .....	191
ITD_BK04.	Data File Organization.....	194
ITD_BK05.	Data Backup Deployment Guidance .....	199
ITD_BK06.	Offsite Backup Questionnaire.....	200
ITD_BK07.	Data Recovery Request Form .....	203
ITD_BK08.	Server Backup Policy .....	205

**Part 5. Network Administration Templates..... 210**

ITD_NW01.	WAN System Architecture Form.....	211
ITD_NW02.	Network Design Profile Guidance.....	212
ITD_NW03.	Naming Network Devices Guidance .....	215
ITD_NW04.	Network Audit Checklist .....	217
ITD_NW05.	WAN Services Deployment Plan Checklist.....	220
ITD_NW06.	WAN Maintenance Skills and Experience Checklist.....	223
ITD_NW07.	System Admin Procedure Daily Procedure .....	225
ITD_NW08.	WAN Disaster Recovery Plan Form.....	227
ITD_NW09.	Hardware Configuration Form .....	229
ITD_NW10.	Server Configuration Form.....	230
ITD_NW11.	Website Configuration Form.....	231
ITD_NW12.	Internet Modem Configuration Form .....	232
ITD_NW13.	Wireless Configuration Form .....	233
ITD_NW14.	Domain Configuration Form .....	234
ITD_NW15.	Server and Service Configuration Form .....	235
ITD_NW16.	Router Configuration Form .....	237
ITD_NW17.	DNS Server Configuration Form .....	238

ITD_NW18.	Switch Configuration Form .....	239
ITD_NW19.	DHCP Server Configuration Form .....	240
ITD_NW20.	Firewall Configuration Form .....	241
ITD_NW21.	Desktop_Laptop Configuration Form.....	242

**Part 6. Software License Management Templates ..... 244**

ITD_LS01.	Software License Configuration Form.....	245
ITD_LS02.	Effective Software License Management Checklist.....	246
ITD_LS03.	Software License Audit Form.....	248
ITD_LS04.	Software License Inventory Form.....	250
ITD_LS05.	Software License Agreements & Contracts Form.....	251
ITD_LS06.	Client Software Using Survey Form.....	252
ITD_LS07.	New User License Calculator Form.....	255
ITD_LS08.	License Software Budget Annual Form .....	257