

# IT Planner

Prepared for: Demo Company, printed August-2008



**August, 2008**

Maintenance

**Plans without responsibilities rarely eventuate**

Who

Company to commence data archiving and review data management.

Microsoft Exchange Defragmentation - To be done after data archiving

Documentation and Policy

**Regular maintenance is cheaper than outages**

Asset Audit to be conducted.

**September, 2008**

Customer Event

**Customer entries can be also be included**

Blade and SAN likely deployment in September/October 2008.

**December, 2008**

Maintenance

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Disaster Recovery (DR) test to take place. Once complete debrief and review to correct any problems identified.

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Server Cleaning and Firmware and BIOS upgrades.

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Backup tape replacement

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UPS Testing and Battery replacement. (To be done during DR Test)

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**Do you have a DR plan? If so, do you test it regularly?**

**Old tapes don't retain information. Be ready if something goes**

Customer Event

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Company moving to new offices

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**Do you know when your servers' hardware support expired?**

**March, 2009**

Renewals

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DL380 Server serial number: 123456789 extended support expires 20-03-08 (HP) Quantity:1

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**How about planning the I.T. budgets for the next financial**

**April, 2009**

Budgets and Planning

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Demo Company's financial year ends in June, TEAMnetwork and EECA to begin IT planning in April.

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