

DRAFT

**Systems Administration Task Force Checklist
Responsibilities of Central and Individual Sites**

Profiling

Local Sites

Completing forms

Completing data migration tables

Entering profile and migration table data

Responsible for following DALNET conventions on variables and indexes

Responsible for any variances to DALNET conventions and standards

Responsible for completing data and non-software functionality testing

Database cleanup (before/after)

Central Site

Loading and extracting data

Supply standards for variables and indexes

Support for profiling/consultation with Ameritech

Arrange/conduct profiling sessions

Setup test database

Provide documentation

Provide reports required for cleanup and migration

Listserv/communication channels

Hardware and Software

Local Site

Load and configure client/workstation

Configure printers

Load/configure supporting software (NT, Zserver files, etc.)

Provide access to servers

Central Site

Hardware specifications for workstations, printers, etc. based on Ameritech

Provide access to current release of client and instructions for loading

Responsible for all centralized hardware and software

Training

Local Sites

Identify trainers at local institutions (or trainees at smaller libraries)

Provide subsequent training to staff

Provide feedback on training

Central Site

Provide training for trainers for each module or new release onsite at WSU

Arrangements with Ameritech for training, as needed

Provide handouts/documentation

Orientation for new project managers

Reports

Local Sites

Generate local reports (ReportSmith and Horizon)

Share canned reports DALNET-wide

Responsible for third party software used in report generation

Central Sites

Provide access to shared reports (FTP)

Generate centralized reports on DALNET-wide files (union catalog, etc.)

 Circulation stats

 Borrower stats

 Holdings, etc.

Production Dataload

Local Sites

Loading/extracting local data (Optional for shared responsibility?)

 Bimport

 Marcin

 Acquisitions

Test/evaluate dataloads

Work with local institution to supply data (registrar, etc.)

Interface with other systems (EDI, vendors, bursars, etc.)

Central Site

Initial setup/design of dataloads

Consultation for interface with other systems