OSYS\_Course Number – Course Name Here

OS Implementation Here

Operating System Activity Plan

Company Inc.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Activity Plan below is for the purposes of the designing and planning out your Operating System and was be adapted from The Activity List document (see below)*

The Activity Plan is a document which itemizes all scheduled activities for a particular project and provides a detailed description of the work to be performed for each activity. Depending on the complexity of the project these lists may be very long. Great care must be taken to provide as much detail as possible in describing the scope of work for each activity so the project team members involved can gain a thorough understanding of the activity.

Use the text in green where available as a guide to assist in the completion of this document.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity List/Plan** | | | | | |
| **Project: Operating System Implementation** | | | | | **Date:** *Project Date here* |
| **Activity ID No.** | **Activity Name** | **Description of Work** | | | **Responsibility** |
| *Each activity should have a reference number, edit each number to match your new tasks.* | *Each activity should have a name which is placed in this column.* | *Description of work for the activity should be placed in this column. Work should be described in enough detail so those responsible understand what is required to complete the activity.* | | | *Names of those responsible for the work goes in this column. There may be one team member or several.* |
| A001 | Create Activity Plan for implementation | Edit this document as required. | | | Your Name here |
| A002 | Documentation required for install and configuration. | *Create a list of what documents are or were required for this install.* | | | “ |
| A003 | Resources required for install. | *Create a list of what resources such as ISOs are required.* | | | “ |
| A004 | Documentation of settings and configurations required for implementation | **Specify settings and configurations in preparation for implementation** | | | “ |
| **VM** Folder: |  | |
| **VM** Name: |  | |
| **VM** OS (selected during VM build): |  | |
| **VM** Hardware Configuration: | HD |  |
| RAM |  |
| Processors/Cores |  |
| VM Compatibility |  |
| Network | IP Address (Static/DHCP) |  |
| Subnet Mask |  |
| G/W Address |  |
| DNS Server Addresses (2) |  |
| Installation Mode | *New Install/Upgrade/Reinstall* | |
| Time Zone: |  | |
| Node Type | *ie. Files Server, DC, Workstation* | |
| **Installation Settings & Change Log:** | *Name and Location of Install/Change Management log associated with this project.* | |
| “Administrator” Password: |  | |
| Host Name: |  | |
| Domain Name: | *If Applicable* | |
| Test Internet connection: | No. Skip This Test | |
| **Backup** Admin User: |  | |
| Password: |  | |
| Additional User: |  | |
| Password: |  | |
| Password: | | |
|  |  | |
| A006 | “Snapshot” information: Regular rollback points for the system | *Name and description of each snapshot to be taken during install.*  *Create a schedule of regular rollback points of the server and take regular snapshots of your server in shutdown state.* | | | “ |
| A007 | “Gold” Copy information: Backup the system | *Name and Location of “Gold” copy.*  *Create a backup of the system by copying your VM folder in shutdown state.* | | | “ |
| A008 | Test system functionality | *List what tests you will perform to test functionality and what is an acceptable result.* | | |  |
| A009 | Additional Configurations or settings applied | *List any additional configurations or settings made as part of the initial install.*  *ie. Show file extensions or Set Auto updates* | | |  |
| A010 | Additional Software required as part of initial install | *List any additional software installed as part of the initial install.*  *ie. Special drivers or Security/AntiMalware software* | | |  |

This free Activity List Template is brought to you by [www.ProjectManagementDocs.com](http://www.ProjectManagementDocs.com)