* Old machine
* Hardware
* Uninstall machine
* Wipe hard drive with low format software
* Put old hardware in storage
* Software
* Back up old user files
* New machine
* Hardware
* Check if we received all necessary parts to all computers
* Check if hardware is in working condition
* Install machines in their designated spots
* Software
* Install Operating System (windows 10 pro)
* Install office 365
* Install all required basic applications (pdf reader, file compressor, browser, etc.)
* Install antivirus/security software
* Insert machine into domain
* Install client-side software for the insurance business
* Set up network details (Proxy for example)
* Server
* Hardware
* Install server into place
* Software
* Install operating system (Windows server 2019)
* Configure server (domain, dhcp, dns, Active DIrectory)
* Install Server-side insurance software
* Install antivirus solution
* UPS
* Supervise the installation of the UPS by a third party company

Nicholas

* Project manager
* Controlling -> calculations for budget, scope, time

Rodrigo

* Installation deployment
* Back up process

Jake

* Testing/Quality control
* Buy new machines and server key (server must be compatible with RAID5) SAS disk
* Purchase licences from Microsoft