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| Runbook component | Description | Example |
| Task ID | Task ID can be found in StackFull Software ticketing system | INC-101 |
| Task Name | New hire PC setup | New employee PC setup |
| Task Description | Employee is a new hire and needs a PC setup to perform job duties. | New hire PC setup |
| Task Details | Steps required to execute this task. Each detail or step is outlined in a simple format. The required action is described, the reason for those action are described, and if required a step on how to validate and/or troubleshoot the step. | 1. Connect PC to the company domain 2. On the server, create a user for the new hire and set a password 3. On the server, add user to the correct department group, if is not there add new department group. 4. On the server, add user to the correct share and give them (read & write permissions). If not there create new share. 5. On the server, add user to the correct OU which should have the correct department name, also place the user PC into the OU. If not there create an OU with the department's name and place the user, group, and computer in the OU. Attach a GPO to the OU you created. And apply the current rules for department. |
| Team executing this task | Team responsible for this task. | IT |
| Task Owners | Damen  Joseph Messam II  Bryan Carbajal  Rebecca Davis  Alfredo Sarabia | DamenITSecurityManager@StackFullSoftware.com  Joseph Messam II@StackFullSoftware.com  Bryan Carbajal@StackFullSoftware.com  Rebecca Davis@StackFullSoftware.com  Alfredo Sarabia@StackFullSoftware.com |
| Time to complete this task | Particularly useful when performing a task which will affect production systems. This is the estimated value provided along with an actual value when the action has been completed. | Estimated time: 10 - 20 minutes Started: 6/23/23 11:00:00 Completed: 6/23/23 11:15:00 |
| Status | A status provides all stakeholders insight into the issue or task in question. | COMPLETE |

**Task details expended:**

1. Connect PC to the company domain
2. On the server, create a user for the new hire and set a password
3. On the server, add user to the correct department group, if is not there add new department group.
4. On the server, add user to the correct share and give them (read & write permissions). If not there create new share.
5. On the server, add user to the correct OU which should have the correct department name, also place the user PC into the OU. If not there create an OU with the department's name and place the user, group, and computer in the OU. Attach a GPO to the OU you created. And apply the current rules for department.