Kingsborough Church

FEBRUARY

Monthly Report

Prepared by
Joshua Shoyebo

Prepared to
Kingsborough Exec

Kingsborough IT

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Executive Summary

February 2025 was a month of solid progress for the IT Support team, with several significant developments in web projects and successful incident resolutions. The team demonstrated its ability to swiftly handle technical issues while also making strategic decisions regarding ongoing website developments.

Key achievements in February include:

- One-Page Calendar Webpage: The IT team created a functional, user-friendly one-page calendar webpage for the Ministers and Pastors, allowing easy access to important events and schedules.
- Incident Resolution: A total of four computer-related incidents were resolved efficiently, minimizing downtime for users.
- Kingsborough Website Development Update: The direction of the Kingsborough website development was reevaluated and shifted, taking into account new considerations regarding functionality, cost, and long-term scalability.

The upcoming focus for March will include enhancing the calendar webpage, finalizing Kingsborough's new website direction, and improving our internal processes for incident management.

KINGSBOROUGH IT

ISSUES RESOLVED

2025

| DATE	ISSUE DESCRIPTION	LOCATION	DEVICE	ACTION TAKEN
FEB	**SD card Not Reading on tablet**	**Uxbridge**	**Toddler tablets**	Removed external SD card to be formatted
FEB	**PC performing slowly**	**Uxbridge**	**Manager PC**	Updated and restarted PC
FEB	**Storage on Tablets were at full capacity**	**Uxbridge**	**Nursery Tablets**	Removed unnecessary files, optimized startup programs, and ran a full system check.
FEB	**PC Desktop Not finding printer**	**Uxbridge**	**Manager PC**	Re Installed Printer Driver and connected the PC to The Printer.

Website Updates & ↘

Maintenance

- ## One-Page Calendar Webpage for Ministers and Pastors

A one-page calendar webpage was developed for the Ministers and Pastors, providing a centralized location to view important events and schedules. Key features of the webpage include:

- Upcoming events clearly displayed for easy reference.
- Optimized for desktop and mobile devices for easy access anytime.
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Next Steps:

- Continue updating the calendar with new events and scheduling changes.
- Add additional features, such as email reminders and event registrations
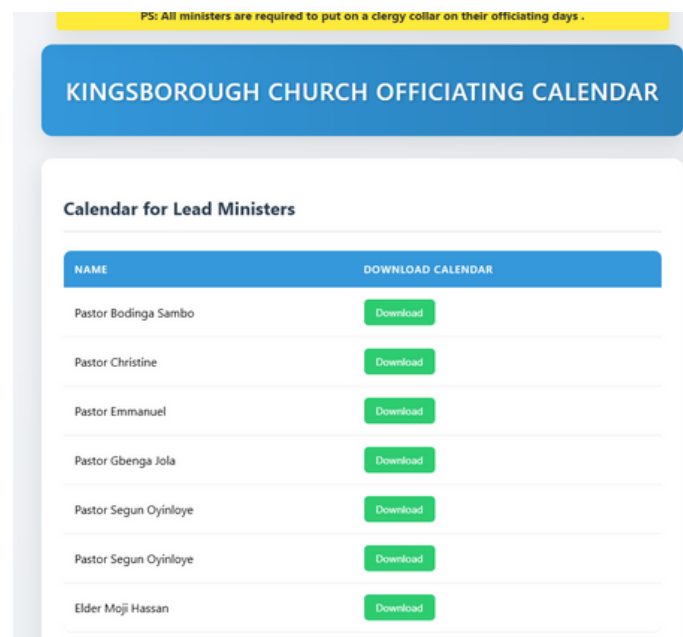
- **Image of the website Created.**

Website Updates & Maintenance

- ## Kingsborough Website Development Update

Production for the new Kingsborough website has already begun, and an initial prototype was sent for review. However, after extensive feedback and evaluation, we concluded that the initial design did not fully align with the church's requirements.
To ensure the website meets all expectations, new templates have been sent to the developer, clearly outlining the preferred structure, design, and functionality. The developer is currently implementing the necessary changes to align the website with the church's vision.
Next Steps:

- Continue working closely with the developer to refine the design based on the new templates.
- Ensure the website structure and functionality match the church's needs before proceeding with further development.
- Conduct another round of internal reviews and testing once the revised version is ready.
- Plan for a smooth transition and content migration from the current website to the new one.

By taking this approach, we are ensuring that the final website will be fully optimized for the church's needs while maintaining a high-quality user experience.
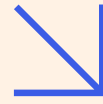
Reccomdations and Suggestions

- ## **Provision of New Tablets for Rooms**

The current tablets in use are outdated and slow-performing, affecting productivity and user experience. To improve efficiency, it is recommended to replace these devices with newer models that offer better performance, faster processing speeds, and improved battery life. Upgrading the tablets will enhance user experience and ensure smoother operations for tasks that rely on them.

Conclusion

February 2025 was a productive month, marked by successful incident resolutions, the development of a practical calendar webpage, and significant strategic shifts in website development for Kingsborough. The IT Support team continues to demonstrate its commitment to supporting operational efficiency and advancing organizational goals through technology.

The focus for March will include refining the calendar webpage, advancing the Kingsborough website project in its new direction, and continuously improving our IT support processes.

Thank You For Your Attention