**PROCESS MANUEL**

**OFFICE OF “\_\_\_\_\_\_IT “**

**“System Analyst”**

**Daily Processes – Page(s) #**

**Weekly –Page(s) #**

**Monthly –Page(s) #**

**Quarterly –Page(s) #**

**Annual Processes –Page(s) #**

**DAILY PROCESSES**

“SUMMARY”.

“TASKS”

1. Check Emails for any immediate issues
2. Check tickets to organize a daily plan
3. Delegate task to work studies and student workers
4. Help train work studies and student workers in proper procedures
5. Make sure security is being upheld
6. Work on daily projects

**DAILY PROCESSES**

**“BASIC STEPS OF TASK #1”**

**(complete one for each task if possible)**

1. Open emails read them
2. Open tickets read them
3. Decide what tickets fit the information the work studies and student workers can do
4. Teach them on the things that are new that they have not covered before
5. This is following protective procedures that cover sensitive information
6. Do the projects that are to do

**WEEKLY PROCESSES**

“SUMMARY”.

“TASKS”

1. Check Emails for any immediate issues
2. Check tickets to organize a weekly plan
3. Delegate task to work studies and student workers
4. Help train work studies and student workers in proper procedures
5. Make sure security is being upheld
6. Work on weekly projects

**WEEKLY PROCESSES**

**“BASIC STEPS OF TASK #1”**

**(complete one for each task if possible)**

1. Open emails read them
2. Open tickets read them
3. Decide what tickets fit the information the work studies and student workers can do
4. Teach them on the things that are new that they have not covered before
5. This is following protective procedures that cover sensitive information
6. Do the projects that are do

**MONTHLY PROCESSES**

“SUMMARY”.

“TASKS”

**Monthly Task 1**

1. Check Emails for any immediate issues
2. Check tickets to organize a monthly plan
3. Delegate task to work studies and student workers
4. Help train work studies and student workers in proper procedures
5. Make sure security is being upheld
6. Work on monthly projects

**MONTHLY PROCESSES**

**“BASIC STEPS OF TASK #1”**

**(complete one for each task if possible)**

1. Open emails read them
2. Open tickets read them
3. Decide what tickets fit the information the work studies and student workers can do
4. Teach them on the things that are new that they have not covered before
5. This is following protective procedures that cover sensitive information
6. Do the projects that are do

**QUARTERLY PROCESSES**

“SUMMARY”.

“TASKS”

1. Check Emails for any immediate issues
2. Check tickets to organize a quarterly plan
3. Delegate task to work studies and student workers
4. Help train work studies and student workers in proper procedures
5. Make sure security is being upheld
6. Work on quarterly projects
7. Update UB laptops

**QUARTERLY PROCESSES**

**“BASIC STEPS OF TASK #1”**

**(complete one for each task if possible)**

1. Open emails read them
2. Open tickets read them
3. Decide what tickets fit the information the work studies and student workers can do
4. Teach them on the things that are new that they have not covered before
5. This is following protective procedures that cover sensitive information
6. Do the projects that are do
7. Update laptops for Upward Bound

**ANNUAL PROCESSES**

“SUMMARY”.

“TASKS”

1. Check Emails for any immediate issues
2. Check tickets to organize a annual plan
3. Delegate task to work studies and student workers
4. Help train work studies and student workers in proper procedures
5. Make sure security is being upheld
6. Work on quarterly projects
7. Summer Projects

**ANNUAL PROCESSES**

**“BASIC STEPS OF TASK #1”**

**(complete one for each task if possible)**

1. Open emails read them
2. Open tickets read them
3. Decide what tickets fit the information the work studies and student workers can do
4. Teach them on the things that are new that they have not covered before
5. This is following protective procedures that cover sensitive information
6. Do the projects that are do
7. Complete any projects that need to be done over the summer for the following school year