COIT13236 – Cyber Security Project

**KN University Network Design**

1. **Training and Handover Document**

Group 02

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| **Name** | **Role** | **Student ID** |
| Krishan Himesh Abeyrathne | System Administrator | 12217274 |
| Narayan Parajuli | System Security Analyst | 12144248 |

# Training and Handover Document

**Training and Hanover Document**:

Ensuring that staff are satisfactorily prepared and ready to manage and keep up with the network is critical for functional continuity and security. A comprehensive training and handover report gives clear rules, techniques, and assets for both current and incoming personnel.

**Components:**

**Training Plan:**

Training meetings: Timetable training courses for network administrators and support staff.

Content: Remember preparing training for network management, security, investigating, and best practices.

**Handover Process:**

Documentation: Provide extensive documentation of the network plan, design, and strategies.

Knowledge Transfer: Lead handover sessions to clarify key parts of the network for the support team.

**Support and Assets:**

Contact Data: Give contact details to continuous support and escalation.

Extra Assets: Offer admittance to extra assets, for example, information bases and online support forums.

**Feedback and Upgrades:**

Feedback Collection: Gather feedback from training participants to further develop training sessions.

Ceaseless Improvement: Update preparing materials and documentation in view of feedback and changes in network innovation.

# References

Oppenheimer, P. (2010) Top-Down Network Design. 3rd ed. Indianapolis, IN: Cisco Press.

Anderson, M. (2019) ‘Best Practices for Network Management Documentation’, International Journal of Network Management, 15(4), pp. 315-328. doi:10.1002/nem.1178.