

Microsoft® Office Project Server 2007

Plan for In-Hosting Worksheet

Administrator Accounts		
1. Identify the administrator accounts.		
1.1. What account will be used to install Project Server?		
	Owner:	Due Date:
1.1.1. Will this account always be used for Project Web Access site creation and continue to be used as an administrator on all hosted Project Web Access sites?		
	Owner:	Due Date:
1.1.2. Will each site have a different Project Web Access administrator? If yes, how will primary Project Web Access administrators be managed and tracked for each hosted site?		
	Owner:	Due Date:
1.1.3. If using forms authentication, what account will be configured as administrator?		
	Owner:	Due Date:
1.2. What accounts will be configured as Farm administrators?		
	Owner:	Due Date:
1.3. Identify other administrators and accounts:		

1.3.1. Database		
	Owner:	Due Date:
1.3.2. Server Admin		
	Owner:	Due Date:
1.3.2.1. Web Server		
	Owner:	Due Date:
1.3.2.2. Application Server		
	Owner:	Due Date:
1.3.2.3. Database Server		
	Owner:	Due Date:
1.3.2.4. Line-of-business Server		
	Owner:	Due Date:
1.3.3. Active Directory		
	Owner:	Due Date:

1.3.4. Firewall		
	Owner:	Due Date:
1.3.5. Exchange		
	Owner:	Due Date:
1.3.6. Network		
	Owner:	Due Date:
Software Architecture		
2. Identify the server or servers that each tier will be installed to.		
2.1. Web server		
	Owner:	Due Date:
2.2. Application server		
	Owner:	Due Date:
2.3. Database server		
	Owner:	Due Date:

<p>2.3.1. Are all databases and Analysis Services installed on the same server? If yes, what is the server name?</p>		
	Owner:	Due Date:
<p>2.3.2. If no, indicate how they are distributed</p>		
<p>2.3.2.1. Windows SharePoint Services</p>		
	Owner:	Due Date:
<p>2.3.2.2. Shared Services Provider (SSP)</p>		
	Owner:	Due Date:
<p>2.3.2.3. Draft</p>		
	Owner:	Due Date:
<p>2.3.2.4. Reporting</p>		
	Owner:	Due Date:
<p>2.3.2.5. Published</p>		
	Owner:	Due Date:
<p>2.3.2.6. Archive</p>		
	Owner:	Due Date:

<p>2.3.2.7. Analysis Services</p>		
<p>3. Identify other servers used in support of Project Server.</p>	Owner:	Due Date:
<p>3.1. Shared Services Provider</p>		
<p>3.2. Primary Domain Controller</p>	Owner:	Due Date:
<p>3.3. Backup Domain Controller</p>		
<p>3.4. Firewall</p>	Owner:	Due Date:
<p>3.5. Proxy</p>		
<p>3.6. Exchange</p>	Owner:	Due Date:

3.7. SMTP		
	Owner:	Due Date:
3.8. Line of Business		
	Owner:	Due Date:
3.9. Other		
	Owner:	Due Date:
4. List operating system (include service pack) installed by tier:		
4.1. Application server		
	Owner:	Due Date:
4.2. Database server		
	Owner:	Due Date:
4.3. Web server		
	Owner:	Due Date:
4.4. Line of Business server		
	Owner:	Due Date:

4.5. Other		
	Owner:	Due Date:
4.6. Client		
	Owner:	Due Date:
5. List databases:		
5.1. Do all installations run on same database instance?		
	Owner:	Due Date:
5.2. If not, please indicate which installations run on which database instance.		
	Owner:	Due Date:
Network Architecture		
1. Identify the network operating system		
	Owner:	Due Date:
2. Do all domains have two way trusts?		
	Owner:	Due Date:

<p>2.1. If no, describe domain trusts.</p>		
	Owner:	Due Date:
<p>3. What network authentication will be used, NTLM or Kerberos authentication?</p>		
	Owner:	Due Date:
<p>4. Will users access Project Server from the extranet?</p>		
	Owner:	Due Date:
<p>4.1. If yes, what extranet topology will be used?</p>		
<p>4.1.1. Perimeter in Proxy</p>		
	Owner:	Due Date:
<p>4.1.2. Back-to-Back Perimeter</p>		
	Owner:	Due Date:
<p>4.1.3. Tri-Homed Perimeter</p>		
	Owner:	Due Date:
<p>4.1.4. Split Back-to-Back</p>		
	Owner:	Due Date:

Hardware Architecture		
1. What is the planned size of your server farm? (small, medium, large)		
	Owner:	Due Date:
2. Web Server specifications:		
2.1. RAM		
	Owner:	Due Date:
2.2. CPU		
	Owner:	Due Date:
2.3. Hard drive		
	Owner:	Due Date:
2.4. NIC		
	Owner:	Due Date:
3. Application Server specifications:		
3.1. RAM		
	Owner:	Due Date:

3.2. CPU		
	Owner:	Due Date:
3.3. Hard drive		
	Owner:	Due Date:
3.4. NIC		
	Owner:	Due Date:
4. Database Server specifications:		
4.1. RAM		
	Owner:	Due Date:
4.2. CPU		
	Owner:	Due Date:
4.3. Hard drive		
	Owner:	Due Date:
4.4. NIC		
	Owner:	Due Date:

5. Are all the servers in your Project Server deployment run from one central location?		
	Owner:	Due Date:
6. If no, identify additional locations.		
6.1. First Location		
	Owner:	Due Date:
6.2. Second Location		
	Owner:	Due Date:
6.3. Third Location		
	Owner:	Due Date:
7. Are some server functions combined onto a single machine, for example, are the web and application tiers on one server?		
	Owner:	Due Date:
8. Are other applications installed on the Web server?		
8.1. Anti-virus		
	Owner:	Due Date:

8.2. Other		
	Owner:	Due Date:
9. Are other applications installed on the Application server?		
9.1. Anti-virus		
	Owner:	Due Date:
9.2. Other		
	Owner:	Due Date:
10. Are other applications installed on the Database server?		
10.1. Anti-virus		
	Owner:	Due Date:
10.2. Other		
	Owner:	Due Date:
11. Do you have a plan to scale up?		

11.1. If yes, describe.		
	Owner:	Due Date:
12. Do you have a plan to scale out?		
	Owner:	Due Date:
12.1. If yes, describe.		
	Owner:	Due Date:
13. Are there any service level agreements that need to be noted?		
	Owner:	Due Date:
14. Fault tolerance:		
14.1. Mirrored disks?		
	Owner:	Due Date:
14.2. RAID 5 disks?		
	Owner:	Due Date:
14.3. Hot backup system?		
	Owner:	Due Date:

14.4. Warm back-up system?		
	Owner:	Due Date:
14.5. Database journaled?		
	Owner:	Due Date:
14.6. SAN storage?		
	Owner:	Due Date:
User Interface		
1. What is the anticipated number of Project Professional users?		
	Owner:	Due Date:
2. What is the anticipated number of Project Web Access users?		
	Owner:	Due Date:
3. List workstation operating systems.		
	Owner:	Due Date:
4. Is Terminal Server going to be used for users who are accessing Project Server from outside the firewall?		
	Owner:	Due Date:
Security		

<p>1. Will Windows authentication be used?</p>		
	Owner:	Due Date:
<p>2. Will forms authentication be used?</p>		
	Owner:	Due Date:
<p>2.1. What membership store will be used?</p>		
	Owner:	Due Date:
<p>3. Will both types of authentication be used?</p>		
	Owner:	Due Date:
<p>3.1.1. If yes, what is the Windows authentication URL?</p>		
	Owner:	Due Date:
<p>3.1.2. If yes, what is the forms authentication URL?</p>		
	Owner:	Due Date:
<p>3.2. Is Secure Sockets Layer (SSL) being used for client to server transactions?</p>		
	Owner:	Due Date:

3.3. Is Internet Protocol security (IPsec) being used for server to server transactions?		
	Owner:	Due Date:
4. Will custom security templates for Project categories be created?		
	Owner:	Due Date:
5. Will default security templates for Project categories be modified?		
	Owner:	Due Date:
6. Will client side certificates be used?		
	Owner:	Due Date:
7. Will Information Rights Management (IRM) be used?		
	Owner:	Due Date:
8. Will any servers have particular security rules or templates applied?		
	Owner:	Due Date:
Configuration		
1. Will Project Workspaces be created for each Project in Windows SharePoint Services?		
	Owner:	Due Date:

<p>1.1. Will there be size restrictions or quotas placed on the size of Project workspaces?</p>		
	Owner:	Due Date:
<p>1.2. Will customization of Project workspaces be allowed?</p>		
	Owner:	Due Date:
<p>2. Will customization of Project Web Access be allowed?</p>		
	Owner:	Due Date:
<p>3. Will timesheets be used?</p>		
	Owner:	Due Date:
<p>3.1. Are there peak times for updates that should be noted?</p>		
	Owner:	Due Date:
<p>4. Will notifications and reminders be used?</p>		
	Owner:	Due Date:
<p>5. Will online analytical processing (OLAP) cubes be generated?</p>		
	Owner:	Due Date:

6. Will custom fields be used?		
	Owner:	Due Date:
7. Will outline codes be used?		
	Owner:	Due Date:
8. Will RBS be used?		
	Owner:	Due Date:
8.1. If yes, what scheme will be used?		
	Owner:	Due Date:
9. Will the default Enterprise Global Template be modified?		
	Owner:	Due Date:
10. Will Project groups be synchronized with Active Directory?		
	Owner:	Due Date:
11. What languages will be supported?		
	Owner:	Due Date:

12. Will you be creating SharePoint sites other than the Project workspaces?		
	Owner:	Due Date:
13. If yes, will there be any restrictions to note, e.g., customization, size limit, number of users, etc.?		