CHANGE CONTROL REQUEST

CHANGE DETAILS

PROJECT NAME:

PROJECT NAME	REQUESTED BY	REQUESTED DATE	TICKET#

PROPOSED CHANGE:

Change Type [Emergency/Standard]

Proposed Change Priority [Low/Medium/High/Urgent/Critical]

Proposed Change Date:

CHANGE PROPOSAL:

Detail the Proposed Change:

Creating and Automation that gathers the current state of the active directory environment on the FORCE.INTERNAL domain and outputs it to a log file. This task will run every 7 days.

Reason for Implementation:

Requested by the IT manager for audit purposes.

CHANGE EVALUATION:

Required Resources:

- Access to the Domain Controller with Administrator privileges to create the automation. Task Scheduler program

Business Continuity Impact / Potential Risks:

- Depending on the output file location could allow sensitive information gathering.

- Script not terminating as expected causing excessive data to be generated. \

- Execution policy being set to unrestricted on server impact security of Domain Controller.

- Proposed timeframe: 60 minutes

CHANGE PROCEDURE:

Steps to conduct before change:

- Log into <<Domain Controller>>= (<< IP Address.>>) via RDP as an administrator.

- *Upload AD-Audit.ps1 PowerShell script to a directory writeable by the account that task schedular will run the script.*

Steps to conduct change:

- *Open Tash Scheduler*
- *Create a new folder called "User".*
- *Create a new "Basic Task".*
- *Give the Basic task a Name (e.g. Run AD Audit script)*
- *Give it a meaning full description (e.g. This automation will create CSV files of the AD Users, groups, and computers)*
- *Set trigger to Weekly.*
- *Set the time and day you would like to run the script.*
- *Set Action to start a program.*
- *In the "Program/script" field add "powershell.exe"*
- *In the "Add Arguments" field add "(location of AD-Audit.ps1)" (optional add -filepath [a writable location on local machine to output files to])*
- *Finish > review settings > select Open the Properties dialog for this task when I click Finish. ▯ Click Finish*
- *In Properties review Triggers, Actions, Conditions, settings ▯ Set it to "run whether user is logged in or not".*

Steps to conduct after change:

- *Select created task > run*
- *View history tab of task to confirm ran as expected.*
- *View CSV file output directory to confirm files are present and check contents display as expected.*

ROLLBACK PROCEDURE

Steps to Undo Change:

- *Option 1: right click on the Audit Script schedule and disable the schedule until issues with the script are rectified.*
- *Option 2: right click on the Audit Script schedule and disable the schedule and delete schedule from task scheduler.*

Contingency Procedure:

- *Report to IT manager if any unexpected events occur during or after change.*

CHANGE STATUS (TICK BOX)

APPROVED ☐   DENIED ☐ DEFFERED ☐   OTHER:

Approved By:

Approved Date: