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CATEGORY: ScheduledTasks

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Scheduled Task operations directly affect automation, maintenance workflows, system behavior, and security posture. These SOPs ensure every scheduled task action performed through RDAM Script Wizard is **controlled**, **auditable**, and aligned with **enterprise operational and security standards**.

SOP 1 – List Scheduled Tasks

Script Name: List Scheduled Tasks **Category:** ScheduledTasks **Version:** 1.0 **Approved By:** IT Operations / Security

1. Purpose

This script enumerates scheduled tasks on the system, supporting troubleshooting, compliance checks, and security investigations.

2. Scope

- Windows servers and workstations
- All task folders (root and subfolders)
- Used by operations, engineering, and security teams

3. Definitions

- **Scheduled Task:** A job configured to run automatically based on triggers.
- **Task State:** Ready, Running, Disabled, Queued.

4. Preconditions

- Operator must have permission to query scheduled tasks.
- Task Scheduler service must be running.

5. Required Inputs

- Optional: Task name filter

- Optional: Folder filter

6. Procedure Steps

1. Input Collection
    - Wizard prompts for optional filters.
2. Task Enumeration
    - Retrieve tasks from Task Scheduler.
    - Apply filters if provided.
3. Attribute Retrieval
    - Extract:
        - Task name
        - Path
        - State
        - Last run time
        - Next run time
        - Author
        - Triggers
        - Actions
4. Output Formatting
    - Present structured task list.
5. Logging
    - Log filters, operator, timestamp.

7. Expected Output

- List of scheduled tasks with key attributes.

8. Post-Execution Validation

- Operator may verify using Task Scheduler GUI or `Get-ScheduledTask`.

9. Error Handling

- Access denied
- Task Scheduler service unavailable

- Invalid filter

10. Security Considerations

- Task definitions may reveal sensitive automation.
- Restrict access to authorized personnel.

11. Audit Logging Requirements

- Operator ID
- Filters used
- Timestamp

12. Organizational Benefit Statement

This script provides a consistent, auditable method for enumerating scheduled tasks, supporting troubleshooting and compliance.

SOP 2 – Create Scheduled Task

Script Name: Create Scheduled Task **Category:** ScheduledTasks

1. Purpose

This script creates a new scheduled task, supporting automation, maintenance workflows, and operational consistency.

2. Scope

- Windows servers and workstations
- All task folders

3. Definitions

- **Trigger:** Defines when the task runs.
- **Action:** Defines what the task executes.

4. Preconditions

- Operator must have administrative rights.
- Action must be authorized.
- Executable path must exist.

5. Required Inputs

- Task name
- Action (executable path and arguments)
- Trigger type (daily, once, at startup, etc.)
- Optional: Task folder
- Optional: Run level (highest privileges)

6. Procedure Steps

1. Input Collection
    - Wizard prompts for task name, action, trigger, and options.
2. Validation
    - Confirm task name is unique.
    - Validate executable path.
    - Validate trigger parameters.
3. Task Creation
    - Create task definition.
    - Apply trigger and action.
    - Register task.
4. Post-Creation Verification
    - Confirm task exists.
    - Validate configuration.
5. Logging
    - Log task name, trigger, action, operator, timestamp.

7. Expected Output

- Confirmation of successful task creation.

8. Post-Execution Validation

- Operator may verify via Task Scheduler GUI.

9. Error Handling

- Invalid trigger

- Invalid action
- Access denied
- Task already exists

10. Security Considerations

- Running tasks with elevated privileges requires strict approval.
- Avoid creating tasks that expose credentials.

11. Audit Logging Requirements

- Operator ID
- Task name
- Trigger
- Action
- Timestamp

12. Organizational Benefit Statement

This script ensures scheduled task creation is performed safely and consistently, supporting automation and operational reliability.

SOP 3 – Run Scheduled Task

Script Name: Run Scheduled Task **Category:** ScheduledTasks

1. Purpose

This script manually triggers a scheduled task, supporting troubleshooting, testing, and operational workflows.

2. Scope

- Windows servers and workstations
- All scheduled tasks

3. Definitions

- **Manual Run:** Starting a task outside its normal trigger.

4. Preconditions

- Operator must have permission to run the task.

- Task must exist.

5. Required Inputs

- Task name
- Optional: Task folder

6. Procedure Steps

1. Input Collection
    - Wizard prompts for task name and folder.
2. Task Resolution
    - Identify matching task.
3. Run Operation
    - Start task using Task Scheduler API.
4. Post-Run Verification
    - Check last run time and result.
5. Logging
    - Log task name, operator, timestamp.

7. Expected Output

- Confirmation that the task was triggered.

8. Post-Execution Validation

- Operator may verify via Task Scheduler GUI.

9. Error Handling

- Task not found
- Access denied
- Task disabled

10. Security Considerations

- Running tasks may trigger sensitive operations; ensure approvals.

11. Audit Logging Requirements

- Operator ID

- Task name
- Timestamp

12. Organizational Benefit Statement

This script provides a controlled, auditable method for manually running scheduled tasks, supporting troubleshooting and operational workflows.

SOP 4 – Disable Scheduled Task

Script Name: Disable Scheduled Task **Category:** ScheduledTasks

1. Purpose

This script disables a scheduled task, preventing it from running automatically. It supports troubleshooting, de-provisioning, and security hardening.

2. Scope

- Windows servers and workstations
- All scheduled tasks

3. Definitions

- **Disable:** Prevent task from running on triggers.

4. Preconditions

- Operator must have administrative rights.
- Task must exist.
- Action must be authorized.

5. Required Inputs

- Task name
- Optional: Task folder

6. Procedure Steps

1. Input Collection
    - Wizard prompts for task name and folder.
2. Task Resolution
    - Identify matching task.

3. Disable Operation
    - Disable task via Task Scheduler API.
4. Post-Disable Verification
    - Confirm task state is “Disabled.”
5. Logging
    - Log task name, operator, timestamp.

7. Expected Output

- Confirmation that the task was disabled.

8. Post-Execution Validation

- Operator may verify via Task Scheduler GUI.

9. Error Handling

- Task not found
- Access denied
- Task already disabled

10. Security Considerations

- Disabling tasks may interrupt automation; ensure approvals.

11. Audit Logging Requirements

- Operator ID
- Task name
- Timestamp

12. Organizational Benefit Statement

This script ensures scheduled task disablement is performed safely and with full accountability, supporting troubleshooting and security hardening.

SOP 5 – Delete Scheduled Task

Script Name: Delete Scheduled Task **Category:** ScheduledTasks

1. Purpose

This script deletes a scheduled task, supporting cleanup, de-provisioning, and configuration rollback.

2. Scope

- Windows servers and workstations
- All scheduled tasks

3. Definitions

- **Task Deletion:** Removing a task and its configuration.

4. Preconditions

- Operator must have administrative rights.
- Task must exist.
- Deletion must be authorized.

5. Required Inputs

- Task name
- Optional: Task folder

6. Procedure Steps

1. Input Collection
    - Wizard prompts for task name and folder.
2. Task Resolution
    - Identify matching task.
3. Safety Check
    - Prevent deletion of critical system tasks unless explicitly authorized.
4. Deletion Operation
    - Remove task from Task Scheduler.
5. Post-Deletion Verification
    - Confirm task no longer exists.
6. Logging
    - Log task name, operator, timestamp.

7. Expected Output

- Confirmation of task deletion.

8. Post-Execution Validation

- Operator may verify via Task Scheduler GUI.

9. Error Handling

- Task not found
- Access denied
- Deletion blocked by system

10. Security Considerations

- Deleting tasks may break automation; ensure approvals.

11. Audit Logging Requirements

- Operator ID
- Task name
- Timestamp

12. Organizational Benefit Statement

This script ensures scheduled task removal is performed safely and consistently, supporting cleanup and configuration rollback.