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Azure Server Build Checklist

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Version Control:

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| 08/07/2018 | HCL CloudOps | Rogers FTE | 1.0 | Initial Draft |
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|  |  |  |  |  |

# Purpose:

This checklist is to be used and followed when building a new Azure virtual machine from Golden Image or azure market place.

# Overview:

Please follow the guidelines in this document when building a new virtual machine from golden image or deploying a new VM from Azure marketplace.

For every step that is completed for the new VM, please tick the box in the last column. Once done, please fill out your information and have your manager or supervisor sign the document.

This document is a living document. As technologies develop, the methods of implementing the process will change.

# Steps:

### Provisioning of new virtual machine on Azure

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Description of Task** | **Done** |
| 1 | Deploy a virtual machine from a Golden Image in portal Azure Images |  |
| 2 | VM will be named according to this naming convention: <serverpurpose><environment><index> e.g: appprod01 |  |
| 3 | VM disk type & storage type must be SSD |  |
| 4 | Select existing resource group if new RG required please consult with Infra Cloud Ops team |  |
| 5 | Make sure you select “Already have a Windows license” option “Yes” and License type “Windows Server” |  |
| 6 | Assign the existing Virtual Network “vNet” and Subnet that is required for the VM |  |
| 7 | Do not assign any public IP Address unless it is requested |  |
| 8 | Select an appropriate existing Network Security Group “Firewall” if not consult with Infra Cloud Ops team |  |
| 9 | Once the VM is provisioned apply all missing Windows Updates and Service Packs |  |
| 10 | Configure custom DNS entries on VM, Primary DNS:10.224.41.40 | 10.1.246.40 |  |
| 11 | Join a VM to the domain and put it in the right OU it belongs to. |  |
| 12 | Turn on the disk encryption on the VM |  |
| 13 | Enable backup on the VM |  |
| 14 | Make sure you apply the tags on the VM. Example: appID:000, appsn:oas, env:dev |  |
| 15 | Turn off Internet Explorer Enhanced Security Configuration for Administrators |  |
| 16 | Ensure you save the username and password in KeePass for the VM |  |
| 17 | Install OMS agent if not already installed and ensure it’s pointed to the right OMS portal and reporting |  |
| 18 | Get scan the VM by security team and make sure it passed the compliance report if not please harden and remediate all the vulnerabilities. |  |

**Naming Convention:**

|  |  |  |
| --- | --- | --- |
| **Resource** | **Name** | **Example** |
| OS Disk | Vmname-os.vhd | APPdev-os.vhd |
| Data Disk | Vmname-data<index>.vhd | APPdev-data0.vhd, APPdev-data1 |
| Network Interface | Vmname-nic<index> | APPdev-nic0 |
| VM Name | <serverpurpose><environment><index> | appnpe01 |
| Storage account name | <env><appshortname>st<number> | prdoasst01 |
| Storage account name (disks) | <vmname>st<number> | vmnamest01 |
| ScaleSet | <environment><function><osType><6-digit running number>”ss” | prdapw000123s |

|  |  |  |
| --- | --- | --- |
| **Resource Group** | **Naming Convention** | **Example** |
| Resource Group | <env>-<appshortname>-<appid>-<tier>-rg | PRD-OAS-0084-web-rg |
| Key Vault | Appname<environment name>-kv-rg | Appnamedev-kv-rg |
| Network | Appname<environment name>-network-rg | Appnamedev-network-rg |
| Application | Appname<environmentname>-application-rg | Appnamedev-Application-rg |

|  |  |
| --- | --- |
| **Machine FQDN** |  |
| **Type (Physical/Virtual)** |  |
| **Engineer** |  |
| **Date Completed** |  |
| **Requester** |  |
| **Manager’s Signature / Initials** |  |

# QC / Validation:

# Escalation Matrix: