

Google Workspace Admin Project Checklist - Engineering Dept

1. Create an Organizational Unit named 'Engineering'.
2. Add 3 users: Ravi Mehta, Sara Patel, John Lin.
3. Assign these users to the 'Engineering' OU.
4. Create a Google Group: 'engineering@sanjaytech.io'.
5. Add the 3 users as group members.
6. Enable and enforce 2-Step Verification for the Engineering OU.
7. Apply Android/iOS/Chrome OS security policies:
 - Enforce screen lock
 - Block rooted/jailbroken devices
 - Require admin approval for new devices
 - Force Chrome sign-in for @sanjaytech.io only
8. Configure email routing (e.g., duplicate to compliance address).
9. Set Drive sharing restrictions for the Engineering OU:
 - Disable public link sharing
 - Allow sharing only within sanjaytech.io
10. Document the setup for portfolio use (GitHub/LinkedIn).