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. Implemented user lifecycle automation (GAM script) for onboarding users and assigning to groups.

11. Document the setup for portfolio use (GitHub/LinkedIn).