WorkshopPLUS: SharePoint Server Administration

Administration: Periodic Checks

Agenda - Chapter 1

1	Periodic Checks

Periodic checks vs Monitoring

Monitoring

Continuous

Technical components

Components that can change suddenly

Generate alert in case of issues

Periodic check

Periodically (daily / weekly etc.)

Components that don't change often

Technical and non-technical components

Generate report of failed checks

Why Periodic checks?

Proactively check if the environment works as expected

Check the state of important components

Check if the environment is configured as designed

Daily checks - Environment Checks

Category	Check	Description
Environment checks		
	Quick environment check	Check if the important pages can be opened and all functionality works (e.g. search).
	Backup status	Check if all backups ran successfully in the last 24 hours.

Daily checks - SharePoint checks

Category	Check	Description
SharePoint checks		
	Health Analyzer issues	Check if the Health Analyzer is reporting any issues.
	Content database status	Check if the status of every content database is set to "Ready."
	Content database size	Check how much space for site collections each database has.
	Upgrade status servers	Check if the status of every server in the farm is set to "No action required."
	Upgrade status databases	Check if the upgrade status of every content database is set to "No action required."
	Failed timer jobs	Check if any timer jobs have failed in the last 24 hours.
	Solution deployment status	Check if any deployed solution is in an error state.
	Service application status	Check if all service applications and service application proxies are started.

Daily checks - Search / Server Checks

Category	Check	Description
SharePoint Search checks		
	Search topology status	Check if all components in the search topology are operational.
	Search gatherer log	Check if the search crawl logs contain errors and/or warnings.
Server checks		
	Uptime	Check when the server was rebooted for the last time. This is an indication of when patches were installed for the last time.
	Scheduled tasks	Check if all scheduled tasks that were scheduled in the last 24 hours ran successfully.
	Running websites and application pools	Check if all websites and application pools are started.
	Group membership	Check if the Active Directory groups contain specified accounts/groups.

Weekly checks

Check	Description
Permissions check	Check if all configured admin permissions are still configured as specified in the baseline.
New updates	Check if the new updates like Cumulative Updates or Service Packs are released in the last week for all used products.
Baseline settings	Check if all servers are still configured according to the service baseline.
Access check	Check who has logged onto the servers in the last week.

Monthly checks

Check	Description
Missing security updates/ service packs for SharePoint, SQL, Windows, etc.	Check if any Security Updates and/or Service Packs are missing for all used technologies
Policy compliance	Check if the environment still complies with the specified policies, as defined in the Governance Plan.
Documentation update	Check if the documentation is up-to-date is and correct where necessary.
SSL Certificates check	Check if any used certificates will expire within two months.

Quarterly checks

Check	Description
Disaster recovery/backup-recovery test	Perform a Disaster Recovery test. Each time, test a different DR scenario.
Lifecycle check	Check if all used software and Service Pack are still supported or will go out of support within a year.

Implementing Periodic checks*

Create a work instruction for each check

Automate the checks as much as possible

Create a registration list to document the result of each check

Take action if a check fails repeatedly

Report on a monthly basis the results of each check to management

* Work instructions, documentation and PowerShell script available at: https://github.com/ykuijs/SPPeriodicChecks

Knowledge Check

Why should you perform Periodic check?

- Make sure all components (technical and non-technical) are correct/accurate/up-to-date.

What intervals have we discussed?

- Daily, Weekly, Monthly, Quarterly

Is just performing check enough?

- No, you should also register the results of each check and report to management.

Questions?