**HAND OVER NOTES 08.04.2022**

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|  | **Process** | **Activities** | **Person Responsible** |
|  | **ICT Equipment Purchase** | Follow up with procurement on status of procured ICT Equipment | Steve Obiero |
|  | **Kyocera Printers** | Follow and complete installation of leased Kyocera printers | Rachel Koyo |
|  | **Preventive Maintenance Renewal** | Follow up with Procurement on status of PM Renewal | Steve Obiero |
|  | **Telephony** | Follow up with service providers for (MFI and Juniper Intakes) on VOIP issue | Steve Obiero /John Karomo |
|  | **Internet/MPLS Connectivity** | Follow up with Telkom on status of backup MPLS links | Justin Bosire |
|  | **Structured Cabling** | Follow up with procurement on status | Steve Obiero |
|  | **NAC** | Follow up with HOD-ICT on approvals for procuring NAC Solution | Steve Obiero |
|  | **Cyberark** | Follow up with Juniper Intakes on Cyberark log sessions | Steve Obiero/Calvin Teela |