

# Final Project Handover Document

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## Handoff Checklist

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### GitHub Repository Transfer Checklist:

#### 1. Repository Cleanup:

- ☒ Remove any unnecessary branches, stale issues, or PRs.
- ☒ Ensure .gitignore is properly configured to exclude sensitive files.
- ☒ Review and clean up the README.md and documentation files.
- ☐ Review Mutable AI Auto wiki and transfer billing ownership.

#### 2. Access and Permissions:

- ☒ Remove any personal or third-party access that should not be transferred.
- ☒ Add the customer as a collaborator or transfer the repository ownership directly.
- ☒ Update or remove any service tokens, SSH keys, or OAuth apps that should not be transferred.

#### 3. Repository Transfer:

- ☐ If transferring ownership, follow GitHub's repository transfer process.
- ☐ Ensure the customer has proper permissions and access once the transfer is complete.

#### 4. Submodules and External Dependencies:

- ☒ Ensure any Git submodules are correctly configured and accessible to the customer.
- ☒ Document any external dependencies and ensure they are accessible to the customer.

#### 5. GitHub Actions/CI/CD:

- ☒ Review and update GitHub Actions workflows to remove any credentials or settings specific to your environment.
- ☒ Test that the CI/CD pipeline works in the customer's environment.

#### 6. Licensing and Legal Considerations:

- ☒ Ensure all necessary licenses are included and up-to-date.

- ☒ Verify that all third-party dependencies are compliant with any licensing requirements.

## **7. Documentation:**

- ☒ Ensure all documentation is up to date and includes details on setup, configuration, and deployment.
- ☒ Include any relevant diagrams, architecture overviews, and contact information for support.

## **8. Support Transition:**

- ☒ Set up a transition plan for support (e.g., email, Slack channel) for a defined period post-handover.
- ☒ Provide an overview of key contacts and escalation paths.

# **GCP Cloud Environment Transfer Checklist:**

## **1. Billing and Ownership:**

- ☒ Ensure the customer is added as the billing account owner or set up a new billing account under their control.
- ☒ Transfer project ownership to the customer, including billing responsibilities.

## **2. IAM Permissions and Roles:**

- ☒ Review and update IAM policies to remove your access and ensure the customer has appropriate roles.
- ☒ Set up a custom IAM role for the customer if specific permissions are needed.

## **3. Service Accounts:**

- ☒ Update service account keys and permissions to ensure proper access control.

## **4. Resources and Assets:**

- ☒ Document all resources (e.g., buckets, databases) that need to be transferred.
- ☒ Ensure all critical resources are tagged, organized, and labeled for easy identification.

## **5. Networking and Security:**

- ☒ Review and update firewall rules, VPC settings, and any VPNs or interconnects.
- ☒ Ensure proper encryption keys (KMS) are in place and transferred securely.

## **6. Data and Storage:**

- ☒ Transfer ownership of storage buckets (GCS), databases (BigQuery, Cloud SQL), and any other data assets.
- ☒ Ensure data integrity and availability during the transition process.

## 7. Monitoring and Alerts:

- ☒ Review and transfer ownership of monitoring configurations (e.g., Cloud Monitoring, Logging).
- ☒ Ensure that alerts and notifications are correctly configured for the customer's team.

## 8. API and Services:

- ☒ Ensure all necessary APIs are enabled and configured for the customer.
- ☒ Review any third-party integrations or services and transfer or update credentials as needed.

## 9. Automation and Infrastructure as Code:

- ☒ Transfer any Terraform, Deployment Manager, or other IaC scripts.
- ☒ Ensure the customer can deploy, manage, and modify the infrastructure using the provided IaC tools.

## 10. Final Verification and Handoff:

- ☐ Conduct a final walkthrough with the customer to review all transferred assets and permissions.
- ☒ Provide a detailed handover document outlining the environment, architecture, and any special considerations.
- ☐ Set up a final meeting to address any last-minute questions or issues.

# Production

## Google Cloud Setup

**Support production ready workloads with security and scalability in mind; defaults to Google Cloudbest-practice architectures and allows for modifications.**

**[x]** Terraform download or direct deployment // Used [Pulumi](#) for IaC

**[x]** Organization resource,

**[x]** Billing // Set up [Billing alert](#) on BigQuery

[x] Admin groups // I will remove my [IAM credentials](#) at Final Handoff

[x] Resource hierarchy // Not utilized

[x] Central logging // Set up [simple logging alert](#) for severe errors in BigQuery

[x] Central monitoring // [Simple logging alert](#) Can be found here

[x] Shared VPC networks // Not utilized

[x] Hybrid connectivity // Not utilized

[x] Security // Not utilized

[x] Organization policies // Not utilized

[x] Security Command Center // Not utilized

[x] VPC Service Controls // Not utilized

[x] Key management // Not utilized

## GCP Resources:

- BigQuery
- Dataform
- Cloud Storage
- Cloud Logging
- Cloud Monitoring

## Project: doit-new-project

- BigQuery:
  - datasets: customers
    - DTS: ds\_copy\_customers (demo only)
    - DTS: ds\_copy\_facebook (demo only)
    - DTS: ds\_copy\_ga4 (demo only)
    - DTS: ds\_copy\_bing (demo only)
    - DTS: ds\_copy\_tiktok\_ads (demo only)
    - DTS: ds\_copy\_google (demo only)
  - datasets: looker\_scratch
  - datasets: synthetic
- Dataform: demo\_vendors

- workspce: demo\_workspace
- Cloud Storage:
  - bucket: gs://demo\_bucket\_mediaconfidant
- Cloud Logging: active
- Cloud Monitoring: active

**Project: youfit-gyms** // external

- BigQuery:
  - datasets: looker\_scratch
  - datasets: youfitgadstest

**Project: empyrean-backup-411421** // external

- BigQuery:
  - datasets: analytics\_321061426
  - datasets: looker\_scratch
  - datasets: new\_ga\_datasset\_april\_3\_test

**Project: mediaconfidant** // Scheduled for Deletion

- BigQuery:
  - datasets: mediaconfidant
  - datasets: analytics-pipeline-20240526
- Cloud Storage:
  - bucket: gs://mediaconfidant\_docs\_bucket
  - bucket: gs://us-central1-mediaconfidant--c9c539d5-bucket
  - bucket: gs://us-central1-mediaconfidant--ca310228-bucket

**Active APIs:**

- AI Platform Training & Prediction API
- Analytics Hub API
- BigQuery API
- BigQuery Connection API
- BigQuery Data Transfer API
- BigQuery Reservation API
- Cloud Logging API
- Cloud Monitoring API
- Dataform API

- Looker API
- Secret Manager API
- Vertex AI API

## Required Supporting APIs:

- BigQuery Data Policy API
- BigQuery Migration API
- BigQuery Storage API
- Cloud Datastore API
- Cloud Resource Manager API
- Cloud SQL
- Cloud Storage
- Cloud Storage API
- Cloud Trace API
- Google Cloud APIs
- Google Cloud Storage JSON API
- Service Management API
- Service Usage API

## Active Service Accounts:

bq-looker@doit-new-project.iam.gserviceaccount.com

- count of required permissions:
  - bigquery, 111
  - dataform, 60
  - logging, 66
  - storage, 44
  - looker, 18
  - recommender, 6
  - resourcemanager, 2
  - dataplex.projects.search, 1
  - firebase.projects.get, 1
  - iam.serviceAccounts.getAccessToken ,1
  - observability.scopes.get, 1
  - orgpolicy.policy.get, 1

See `required_permissions.md` for full list.

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### instructions:

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- `mediaconfidant_process_automation.md`
- `what_are_looker_apps.md`
- `Making_Changes_in_Looker.md`

#### custom\_roles:

- `create_custom_roles.md`
- `required_permissions.md`

#### deployment:

- `set_up_new_customers_.md`
- `Pulumi_Docker_Integration.md`
- `How_we_manage_GitHub_at_Pulumi.md`
- `Import_Existing_Cloud_Infrastructure_Pulumi_Doc.md`

#### new\_data:

- `Block Bing Ads README.md`
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### looker:

## **gcp\_support:**

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## **looker\_api:**

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### **tiktok:**

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### **tools:**

- Looker Explore Assistant README.md
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### **ai\_ml:**

- Vector Search and Embeddings across GCP products Google Cloud - Community.md
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