School Name

School Address

Network Project

For: Headmaster -

Date

Killer-Byte IT

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1. Project Specification

Based on an evaluation and our conversations following specification which has been composed and broken down into 4 categories which briefly describe the intended work:

Hardware

- Naming Conventions
- Asset Tag and Inventory

Software

- Image creation, testing and deployment
- Software Inventory
- Store

Server

- Active Directory configuration
    - Admin, Staff and Student Groups
    - Workstation Groups
- Group Policy Configuration
    - Groups
    - Desktop restrictions
    - Printers
- Image Server
- Sophos Server
- Backup Server and UPS
- Wireless Access Point

Policies

- ICT Agreement for display in work areas
- Internet Usage Agreement

**Any other work to be agreed during work commencement*

Estimated time to complete project

Total cost *excluding* parts £

2. Hardware

2.1 Naming Conventions

All school workstations should adhere to a naming convention:

Schools Initial – Area - Machine number (00xx)

E.g. X-ICT-0001

This means that each individual machine can now be physically identified within school for the purpose of logging job requests and faults, as well as being targeted using the now configured Active Directory system.

2.2 Asset Tag and database of all hardware

The full database should be taken. All machines will have a sticker which corresponds to a spreadsheet entry, just by knowing the machine number you now have access to full specification of that PC and its physical location.

2.3 Upgrades and Repairs to existing equipment

All workstations will undergo a thorough test, any machines found to be faulty or below the minimum specification with no chance of upgrades will be removed.

Minimum specification:

1500 MHz Processor
256 Mb Ram
40 GB Hard disk
Optical drive

The specification which has been set is more than sufficient to run the Windows XP image and associated applications.

2.4 Laptops

Laptops will also be addressed during the project and treated like workstations.

2.5 Printers

Networking Printing can be put in place, a script which can distinguish users and assign printers appropriately, for example staff can access all network printers, both colour and black and white across school, whilst students can only access the printers closest to them. All users will have access to at least one printer at any workstation they log into.

3. Software

3.1 Image creation, testing and deployment

The school will be provided with a specialised image which can be installed on any model of PC. The image will be stored on the server and is deployed using the Norton Ghost application. The basic image contains:

- Windows XP Pro w/SP3 fully patched to date
- Office 2003 Pro
- Anti-virus
- Flash Player
- Shockwave Player
- Java
- QuickTime
- Adobe acrobat reader 9
- Real Player

3.2 License audit

An inventory of all the software the school owns will be complied. Redundant pieces of software will be. The inventory should be used to manage the installation of software to conform to licensing regulations, a copy will also be found on the X:\ drive from any computer on the network.

3.3 Store

The Definitive Software Library (DSL) is the term used to describe where all the master copies of software are located; theoretically this should be a room and ideally a box or storage unit where all disks are stored in some kind of useable order.

4. Server

4.1 Active Directory configuration

- Admin, Staff and Student Groups
- Workstation Groups

Active Directory and Group Policy will be configures for optimal security and efficiency.

4.2 Backup / Disaster recovery – install RAID backup server and set backup procedures / install UPS

To aid in disaster recovery, a separate backup server unit can be installed. The server can be configured to automatically do the backups in the early hours of Sunday morning when there should be no network usage and thus no disruption to service, and thus requires little or no user influence. Another suggestion is the placement of a UPS (Uninterruptible Power Supply) in case of power cuts, surges or spikes the UPS will protect both servers and if need be shut both down safely until they can be restarted after any interruptions to the power grid.

4.3 Group Policy Configuration

Group policy is what controls the way users and computers look and feel. It controls many aspects of the network from security to application distribution.

4.4 Groups

Similar to the way the computers are identified, users are also separated into different groups, again, these influence what a user can do whilst logged onto a PC, for example a student log-in is more restricted than a teacher. Neither student nor staff accounts have the rights to install any additional software. This is to stop accidental or deliberate damage being caused to the workstation, and also to maintain the integrity of the Software Inventory. When audited next the auditor can be supplied with a copy on this inventory and this should meet their needs.

4.5 Desktop restrictions

Each machine will run a standard image and receive a standard desktop; the icons will be selected and arranged according to your requirements.

4.6 Image control and Anti-Virus server

All images are controlled using the Norton Ghost application which is installed on the server and the associated network boot disk. The image can be used on any piece of hardware that is currently in use and any new hardware that will be purchased in future.

Anti-Virus is part of the image which means all client machines will have an up-to-date virus scanner on them which automatically updates from the network when the machine is logged into.

5. Policies

ICT Agreement for display in work areas and Internet Usage Agreement

The policy covers acceptable use of computers and the internet in accordance with current legislation. User restrictions should help enforce this policy however the measures are not infallible and all users should be made familiar with the rules and consequences of failure to adhere to them.

6. Parts / Equipment Breakdown

7. Evaluation

An evaluation of the project as a whole.

8. Warranty Notes

8.1 Workstation Image

8.2 Hardware

8.3 Server

9. Recommendations

Issues arising during the project or which lead onto further work in the future.

10. Appendix