

Scientific Workstation Support System Management Transfer Checklist

ABSTRACT

Checklist of items that need to be completed in the transfer of system administration responsibility of workstations to SWS

This document is a checklist for the transfer of responsibility for system management to the Scientific Workstation Support Group. The transfer will be considered completed when all of the items are checked off, dated, and representatives of the responsible system owner and FEF/SWS sign the document.

Activity	Complete	Date	Comments
SWS SLA Reviewed			
All relevant customer contacts identified and notified			
Physical system access confirmed			
Systems physically labeled per SWS Standard			
Hardware inventory Performed			
Systems moved in MISCOMP to SWS clusters			
Discuss any special configuration and software concerns			
Confirm current and future hardware support			



Computing Division
Fermi Experimental Facilities Department

Customer Representative _____ Date _____

FEF/SWS Representative _____ Date _____