TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: INFORMATION TECHNOLOGY

- Adapt GOM 13 – Information Technology
- Write SOPs, including roles and responsibilities
- Turn over administrator access to email domains and service providers (Microsoft or Google)
- Turn over ownership of any needed domain names
- Assess any items marked as “Equipment” (Servers are the only possibility, and then only in rare cases) and follow appropriate procedures
- Create new contracts with IT Vendors, IT service providers, Telecom providers (internet and phone systems)
- Turn over administrator access to any on-site servers (domains, NAS, firewall, etc)
- Turn over any web hosting accounts (AWS, etc)

RESOURCES

None