



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