

Software post installation document template

This template designed for documenting installation environment and deliverables after installation of software. Technical managers and software installers can fill this template after installation any enterprise software(s) and hold filled documents and a snapshot of software in DML¹.

This document template contains 5 main chapters:

- Contrac
- Maintenance
- People
- Installation information
- Server(s)

Dear valuable friend

If you have any idea about this document please do not hesitate to contact me.

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Enjoy!

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¹ DML: Definitive media library is a secure library where software that has been properly reviewed and authorized is store.

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Contract

This section contains information of contract(s).

- *Type* [Contract type like: hourly, finance, SAAS, Product contracts (License and Warranties), Supply of products, Supply of services (One-time Deployment services, One-time Training services, Managed services, Outsourced services, Software maintenance), Custom development (service) and supply of solutions/applications/estimated schedule]
- *Number*
- *Date*
- *Exp. Date*
- *In Charge*
- *Deliverables* [Software(s)]
- *Documentation(s)* [User manual, Software maintenance routines, Software development docs.]

People

This section contains information about all people engaged with this software installation and maintenance.

Roles

In this section, we have role name and role tasks for each role defined in project like Officer, Maintenance, person in charge for all of installation procedure and other roles.

Personal informations

This table must fill for each person engaged in project with the information like followings:

- *Name*
- *Tel No.*
- *E-mail*
- *Mobile no.*
- *Address*
- *UserName*
- *Password*
- *Role*

Maintenance

Backup routine

This section contains backup procedure and specifications.

- *Responsible* [person or software getting backup]
- *Schedule* [Full, Incremental]
- *Career storage*
 - o *Type* [External HDD, backup server, ...]
 - o *Directories*
 - o *Capacity*

Restore procedure

This section contains steps and other information about restoring backups periodically.

- *Responsible*
- *Schedule*
- *Career storage*
- *Restore point management routine*

Periodical view check

If the procedure of timed view check exist, planner must write it in this section with the following information for example.

- *Schedule*
- *Responsible*
- *Checklist*
 - *Date/Time*
 - *Technician*
 - *Power module check*
 - *Storage check*
 - *Service check*
 - *Backup/Restore check*
 - *Server log check*
 - *DB log check*
 - *App server log check*
 - *Physical view check*
 - *HDD check*
 - *Other peripherals check*
- *Reporting*
- *Archive report*

Installation information

This section contains software installation information as the followings:

- *Date/Time*
- *Meeting no.*
- *Installer technician*
- *Employer's technician*
- *Operation checklist*
 - *Installing*
 - *Data converting*
 - *Training*
 - *Testing*
 - *Confirming*

Server(s)

In this section, we document hardware, software, network and services(usages) of each server separately. This section is one of the most important parts of this document.

Hardware

This section contains information (as follows) for each server separately.

- CPU
 - o Speed
 - o Cache
- HDD
 - o Number(s)
 - o Capacity
 - o RAID
 - o RPM
- RAM
 - o Capacity
 - o BUS speed
- Ethernet
 - o Adapter Number(s)
 - o Bandwidth
- Brand
 - o Brand
 - o Model
 - o Vendor name
- Prepherials
 - o SAN/NAS
 - o Rack mounted
 - o Power module no.
 - o Air conditioning

Software

This part contains information about software platform on the server like the following information.

- Basic software
 - o DB server
 - o OS
 - o APP server
 - o 3rd party tools
 - o Drive & Directories
 - o Ports
 - o Software specification (Version, 32/64 bit)
- Application
 - o Serial#
 - o Directory
 - o Application Name
 - o Version
 - o Vendor

Network

In this section we write network connection information for each server.

- *Connections*
 - o *Type*
 - *Wireless*
 - *Wired*
 - *Optical fiber*
 - *CAT5*
 - *Other*
 - o *Internet-based*
 - o *Bandwidth*
- *Network Identity*
 - o *MAC Address*
 - o *IP Address*
 - o *Valid IP Address*
 - o *Physical location*
 - o *WAN/LAN/Internet access type*
- *Access*
 - o *Remote Desktop (with connection information like Username/Password/Port/...)*
 - o *VPN*
 - o *connection information like Username/Password/Port/...*

Usage/Service

This part of document contains information about usage of each server. This part also must complete separately for each server. The type of server and related information can write here like the following roles and related information.

- *Backup server*
- *DB Server*
- *Application server*
- *Data center*
- *Routing server*
- *Storage*
- *File server*
- *Loggin server*
- *Video recording server*
- *Audio recording server*
- *Authentication server*