

PROJECT / MODIFICATIONS INFORMATION TECHNOLOGY (IT) CHECKLIST

Project/Modifications Information Technology (IT) Checklist

(Yes/No Questions)

Telephony

1. Will phone service and/or FAX service be required?
2. Will a telephone type (CPE, Key System, etc) other than a single-line phone set be required?
3. Will there be a need for cellular phones?
4. Will any devices be used that need frequency coordination?
5. Will there be a need for telephone credit cards (government personnel only)?
6. Will there be a need for any special voice/telephone requirements not identified above?

Helpdesk/Field Support

1. Will you need trained PC field technicians to provide software support for your Windows (98/NT/2000/XP) PCs and their applications such as Microsoft Internet Explorer, and MS Office (Outlook, Excel, Word, Power Point)?
2. Would you like a centralized number to call for access to other Picatinny Computer Technology services: Networking support, Server support, and Web services, for example?
3. Will you need assistance in configuring new Windows-based PC's?
4. Will you need Picatinny standard workplace automation applications loaded on newly acquired PC's?
5. Will you require centralized anti-virus protection service (Virus protection required for all systems on the Picatinny network)?
6. Will you need an in-house software application installed department-wide?
7. Will you require PKI/Secure (unclassified) Mail service per DoD requirements?

Systems Administration

1. Will e-mail service be required?
2. Will interactive wireless e-mail service (Blackberry) be required?

3. Are you other than a government or augmentation workforce contractor?
4. Will support be required for a Standard Army System?
5. Will this system have any interoperability issues related to external systems or higher headquarters standards (i.e., AMC COE/ISA, TACOM ITAP, & DoD JTA-A standards)?
6. Will you require file and/or print sharing services?
7. Will your PC's operate in conjunction with a Picatinny based server?
8. Will the system require any of the below services:
 - DITSCAP—incl. accreditation & disaster recovery planning
 - IAVA compliance of all ACERT-posted vulnerabilities
 - Rack-mounted hardware with neat, labeled cabling
 - Unattended nightly backups, preferably to a different, distant location
 - Adequate power & environmental controls including dual-power supplies with load balancing, and consideration of dual power sources
 - Disk mirroring (RAID I) for operating system & log disk volumes, and disk striping with parity (RAID V) for data volumes
 - Maintenance and support for both hardware & software
 - Anti-virus protection on the servers with automated signature updates
 - Regularly monitor systems for unusual activities, performance improvements, etc.
 - Help Desk support for your end users

Networking

1. Will the occupied area require new or upgraded network support/wiring?
2. Will the building or wiring center require upgraded electronics for network connectivity?
3. Will Voice Over IP (VOIP) services/support be required?

4. Will ISDN, DSL or cable phone service be required for desktop video conferencing?
5. Will you require design services for video conferencing facilities?

Application Development

1. Will application software development services be required?
2. Will the application be Web-based?
3. Will you require CITD to host your application on a centrally supported server?

Database Administration:

1. Will your application (CITD or non-CITD) require setup of a database environment?
2. Will the following DBA services be required?
 - a. Daily database backups
 - b. Database upgrades and service packs applied
 - c. Daily database administration (accounts, restores.)
 - d. Database design and consulting services
 - e. Performance tuning

ADP Maintenance/IT Contractor Support:

1. Will system require centralized or consolidated hardware or software maintenance contract support?
2. Will IT hardware and/or software be acquired?
3. Will the system have software for which regular updates and/or technical support will be required?
4. Will any dedicated computer system administration or operational support personnel be required?