IT To Do List

rev 01-02-04, 04-06-05

still missing a dozen tasks — **Pick tasks with LOWEST Aggregate Factor FIRST.**

Tasks To Delegate	Future To Do List	Current To Do List		Wk done per mo. Avg.	To Do List Total Times	Total To Do Lists		
321.00	548.80	108.90		158	Total time all tasks in days	82.21	Days	
100.31	171.50	34.03		Wk done days per mo avg	Add misc. tech support and hand holding, 2 hr day	25.69	Days	
421.31	720.30	142.93			Total future tech support time in days	107.90	Days	
22.17	37.91	7.52		20	Total future tech support time in months	5.68	Months	

Tasks To Be Delegated	Future To Do List	Current To Do List	Aggregate Factors	% Done	Subject	Due Date	Delegatable Non IT Staff	Delegatable IT Staff
77.34375	77.34375	0	788.4	1%	2005 dvd archive inc second set and index	ASAP		YES
	40	0	430.0	0%	Research final client installations / licences for bill quick	Soon		
	8	8	100.0	0%	I want to block all major web email providers like hotmail, google mail, yahoo mail, etc. With the exception of google, I don't care if we block the entire domain, no one NEEDS access to these to their jobs except the IT staff, and we can always figure out a work around. I also want to block chat programs, and if we need to block the domain, fine by me. I assume we do this at the firewall, if we need to run through proxy server, I'm game. It would make me happy to do this now, but I can't say it's a top priority, but lets' make this happen by summer at the latest. The sooner we can do it, the happier I'll be. I'm betting you all will get a nice giggle when the staff find their favorite time wasters blocked too.	None		
		6	80.0	0%	Can you set up outlook on the fax server or the big black tower intel test station on the desk to connect to the backup email server? Maybe use the info account and disconnect the forwarding to ga.com for that account. Does the backup email server do calendars, can we import (even via drag and drop) outlook messages, or can it import outlook data files? Tell me when it;'s setup so i can try sending and recieving email from it.	None		
	16	0	190.0	0%	VPN login with minimal printers and drives	None		
4	4	0	110.0	0%	Color printer login login	None		YES
1	1	0	150.0	0%	File stuff in put away box	Soon		YES
3.8		3.8	98.0	5%	everyone goes back to being an admin all c drives shared to RAT FACED group (which is our IT group), if group not possible, share to me only. ps, Ilya, this is why you couldn't get accerss probably	Done		YES
40	40	0	420.0	1%	NG email / address / card scan/ Alice / sync rationalization, with NG office to be master	Done		YES
8	8	8	100.0	0%	FEG test / clean up tablet, problem in selecting, getting slews of items when clicking on just one.	None		YES

6.4	6.4	0	102.0	20%	sell remaining ebay junk in big mixed batches / boxes, get it out of here, if no one wants full tower cases, junk them	None		YES
2	2	0	160.0	0%	sell raid scsi card multichannel server versions fast before no one wants them anymore	Soon		YES
4	4	0	180.0	0%	test adaptec sata array card with two bad ?? stata drives, see what test result is, if defective, ship to wd, if card defective, ship to adaptec, if it workss set up mirrored raid and test by running bat file to copy contents of hard drive to array 100 x	None		YES
4		4	90.0	0%	make everyone an admin again	None		YES
	8	0	190.0	0%	when licensing issues past, test acad installs as new user profile only and as installed for each user under users but with power user privalege only, goal to see if we need to do admin thing or under each user	None		Part
	160	0	1745.0	0%	create relational database for tracking computer assests, filemaker is acceptable, real database preferable. must work out quote for max time you'll bill, must be done out of office, must be phasesd must be demoed at phasses	None at all		Part
4	4	0	110.0	0%	survey pm's for their staffers as to who gets sketch up, 3D viz, photoshop, pagemaker, scheduling program, paperport, and other limited license programs and dose not, definitive install manual	Soon		YES
8	8	0	220.0	0%	redo cables with ends pullling out of sockets / plugs	None		YES
2	2	0	167.5	0%	put neros permission issues solution in manuals station setup	ASAP		YES
1		1	90.0	0%	put acad install that it has to be admiin or share config file in orig profile with note this might not "stick"	ASAP		YES
8	8	0	180.0	0%	serge, what needs to be done to allow vpn access to share desktop via laplink, do we need to subscribe to something, write up a little how to in case I need to do that	None		YES
8	8	0	110.0	0%	upgrade firebox software to next major version release 7.3 7.3 sp1 7.31 or alike, ck with watchguard and michael to be sure	Mid year		YES
16	16	0	200.0	0%	fax server, install new nic, preferably two intel nics teamed for failover	None		YES
1	1	0	110.0	0%	add file / free space wiper instructions to station setup manual	ASAP		YES
1	1	0	110.0	0%	grissel, did we give here photoshop? and pagemaker, do we have any spare	ASAP		YES
4	4	4	100.0	0%	lenny / michael if you hav nothing less to do, carefully clean up wills station run norton utlities work around will, run a acronis image before and aftere	ASAP		YES
10	10	0	150.0	0%	VPN login with minimal printers and drives	None		YES
10	10	0	150.0	0%	put IGC acad dwg viewer on all stations after first reading carefully the license and makig sure it is free to corporate use, not just private.	None		YES
5	5	0	140.0	0%	lenny, confirm with me ie cc me list of files types firewall blocks	None		YES
10	10	0	180.0	0%	new item for all installs, wpd associated with wrd get translators if necessary, make sure all current station have it too.	Soon		YES
32	32	0	520.0	0%	make a dozen floppies with zip password protected files each floppy will have one server (composer series) admin addount on them. Use tough passwords like next cell. one will be given to each manager along with the ppg wrapper passsword.	None		YES

6	6	0	260.0	0%	tHesuNinpa1tAgoinaismuchli7ketheantsinantaRtica7orthewindsintheouthouse5 Research and buy a scale accurate to a gram, hopefully.	None		YES
	0.0001	0	200.0	0%	1775 is interspersed after the first 10 characters in, then 15, then 20, then at the end, caps occur after 1 letter into the first word, 2 in the second, if a word is too short, skip it, etc.	None		na
	0.0001	0	200.0	0%	the disks will be stored in envelopes, one envelope for each manager, wrapped in plastic wrap, then in flour based dough, a slightly different weight for each, if nesecry, mix in lead. who has a gram based scale or can find a cheap one. If one is opened	None		na
	40	0	600.0	0%	IT support staff skills like how to think, how to reslove problems issues etc	None		
192	192	0	1960.0	0%	Juggle computers and software to comply with restrictions on what	Summer		YES
1		1	90.0	0%	include staion update instructions in station instrucction manual	ASAP		YES
1		1	90.0	0%	station instruction manual should have section for ongoing maint as well as initial setup	ASAP		YES
12	12	0	140.0	0%	ga webstie updates to remove incriminating photos and text	Soon		YES
4		4	95.0	0%	Instructions on printing contact sheets and sheets with 4 per sheet or 2 per sheet using xp	Soon		YES
16	16	0	300.0	0%	trace and labelt cables by location or ip assigned to that location	None		YES
20		20	56.0	50%	Instructions for xp ox and 2003 office installation as base of the station installation manual	ASAP		YES
	8	8	100.0	0%	troubleshoot dns severs and why changing permisson to change password won't stick	Soon		
3	3	0	110.0	0%	Notice to users that backup, but crappier and slower ink jet color is in our office and accessible by browsing to ilyas station,_____ give name..	None		YES
16	16	0	300.0	0%	global, get a connection just for them from telco, cheapest possible, and it can then be out backup, in the meantimee, takes risk of their unupdated sttations getting hacked and taking us out with them if they get blacklisted.	Soon		YES
	1	0	155.0	0%	Tuesday Jan 4 email to core it in its entirety, as part of station maintence section of station setup manual	ASAP		
	72	0	740.0	0%	Additional licensing monitoring and documentation on software Apr 1 - July 1	Ongoing		
8		8	56.0	50%	conference phone,	None		YES
	6	0	260.0	0%	file rah fapc work	Soon		
4	4	0	180.0	0%	file rah coputer work	Soon		YES
		1	50.0	0%	add to station maint section of station installation, directions on interfacing with staff when working on their stationsl.	None		
4	4	0	180.0	0%	take snap apart, snap will become our secret storage space, test drives, toss bad one, put others in boxes of drives on top shelf	None		YES
1		1	21.0	0%	make backup copy of web site	ASAP		YES
8	8	8	100.0	0%	directions on how to make merack our goshow.com email server, and connect everyone to it , question, can outlook tap into merak like it does exchange, would anyone know the difference?	ASAP		YES
	4	0	120.0	0%	user manual, fix it troubeshooting, general, restart station, open word, last doc, if it's there, print, save as, ditto excel, acad, lk for bak files	ASAP		

1		1	90.0	0%	station install manual, note, middle initial used only in email, not log on , name in server should be first, last, email only place middle initital shows.	ASAP		YES
4	4	0	120.0	0%	add to station setup instructions on how to set up a video conference, using 1 program for video, and telephone and / or skype for audio.	None		YES
8	8	8	100.0	0%	michael, make schedule of licenses, renewals and contacts, ie symantec, server and client, MS, server, client, office, watchguard, etc.	Soon stuff expires in June	YES	
	0.1	0	141.0	0%	delete michael s email dec 19	None		
		1.5	85.0	0%	clean up mass mailer email lists and where and how the appear on whos machines	None		
	60	0	640.0	0%	Load email server, first bringing up backup server	Soon		
	36	0	380.0	10%	Load file server	ASAP		
40	40	0	570.0	0%	Email message threads so folks don't have to look at a whole endlessly forwarded message	None		YES
1.8		1.8	38.0	10%	Enviro card set to shutdown servers	ASAP		YES
1.8		1.8	38.0	10%	Battery controled shutdown if power out	ASAP		YES
6	6	0	104.0	25%	Camera system in office	None		YES
1.6	1.6	0	108.0	20%	Share video on ftp sterver via secure log in	None		YES
	62.4	0	171.0	40%	Update IP map and station lists, follow through to all lists with stations user names, 2 hrs per wk, for yr	ASAP		
1		1	90.0	0%	add IP map and IP / station / user list at front of station setup manual	ASAP		YES
4	4	0	150.0	0%	Document organization of web site and methodology for updating, changing.	None		YES
14.4	14.4	0	214.0	10%	Internet and email monitoring software	None		YES
4	4	0	240.0	0%	Ship old software to storage	None		YES
2	2	0	1070.0	0%	Clean out old email, server, and staff folder users, archive when possible onto cd / dvd, probably dvd. Ongoing.	None		YES
16	16	0	270.0	0%	Reload laptops, onlly when it can be safely done, ie not needed and plenty of time to do them, use sooftware they came w/ or one of liicenses, test the hell out of presentation software, installl all codecs test video in PP and in players test on projecto	None		YES
40	40	0	460.0	0%	Copy data off old floppies	None		YES
	40	0	600.0	0%	Relay all cable around perimeter of room, make box out for it to run down in front of window, ...	None		
16	16	0	190.0	0%	Real passwords for all staff inc tracking methodology and research into software to ck for complexity and administer constant changes	Yeah, right		YES
4		4	70.0	0%	Expand ftp, real password, instructions for bhg, will, niki, IT staff	Yeah, right		YES
134.4	134.4	0	682.0	20%	Install latest image all stations w/ licensed and freeware base load and customize per user	Summer		YES
	8	0	150.0	0%	Paperport / paperless office isimple nstructions and lessons	None		
8	8	0	190.0	0%	redo log on scripts for person by printer, no more C drive files, well, think about it real hard first	None		YES
8	8	0	220.0	0%	Finish redoing all loose network cable connections	None		YES
1		1	28.0	50%	Signature file for NG home and instructions / do it for others maybe make part of joining system.	None		YES
	32	0	170.0	20%	Research reverse DNS system email account admin @ or something like that	ASAP		
8	8	0	150.0	0%	Ck and ppt backups for existing, add new users, part of setting up new user	ASAP		YES
2	2	0	170.0	0%	Put radiator desk back together	None		YES
		1	65.0	0%	reset time out on emails to 1 hr	None		
1		1	70.0	0%	Give laptops designated addresses and names, make them if they don't exist.	None		YES
6	6	0	140.0	0%	BHG do maint on station, make acronis image first	ASAP		YES

0		0	14.0	100%	swap my speakers for something in box, or give someone big ass speaker / woofer assembly I brought in, and move their speakers to me, maybe margareta	Done		YES

Legends

Color Code   (Weighted for short duration tasks already begun)

Tasks to do first	
Tasks to do second	
Tasks to do third	
Tasks done (no color)	

Important to who	
	1=Firm/NG-FEG **2=Staff** **3=Individ** **5=IT Staff** **6=Tenants** **10=Admin Task**
Importance	
	0=Crit/Secur **1=High/Ops** **2=High/Secur** **3=Mod/Ops** **5-7=Low/Ops/Individ-group assists** **8=Low/tenant** **9=Low/IT** **10=Admin task**

Notes and Instructions

Color coding done with conditional format, under format, highlight small range of col D hit conditional format, and you can edit, see result in small range, then copy and paste special format only on rest, redo thick border around edge.

Insert new tasks into middle of chart to get included in totals and get conditional formating working automatically, then highlight all rows of tasks (expand finished tasks first), sort by G, H, I refold completed tasks, redo thick border around edge.

In general items with lowest numbers, or highest priority to the company and to the partners will come out on top, with color highlights showing what items will be easiest / most important to complete. Important items that require large amounts of time will rank low and might need to be highlighted manually in red to pop them out.