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| **MAINTENANCE SCHEDULE FOR WINDOWS SERVER DATACENTER 2022** |
| May 15, 2023 |

# Overview

## Introduction

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| Badge Tick1 with solid fill | This document outlines the maintenance schedule for SafaTech's Windows Server Datacenter 2022 OS, detailing both scheduled and unscheduled maintenance tasks, backup and recovery procedures, software updates, system monitoring, reporting, and contingency plans. |

## Scheduled Maintenance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Frequency | Start date | End date | Responsible person/team |
| Server Health Check | Routine inspection of server status and performance | Weekly | May 20, 2023 | Indefinite | Yasmine Mohamed |
| Network Optimization | Regular tuning of network settings for optimal performance | Monthly | May 30, 2023 | Indefinite | Omar Mohamed |

## Unscheduled Maintenance

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| --- | --- | --- |
| Task | Description | Responsible person/team |
| Emergency Troubleshooting | Resolving unexpected server or network issues | Yasmine Mohamed, Omar Mohamed |
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## Backup and Recovery

|  |  |  |  |
| --- | --- | --- | --- |
| Backup schedule | Backup location | Recovery procedures | Responsible person/team |
| Daily | Off-site cloud storage | Use backup data to restore system; procedure detailed in Recovery Plan | Ahmed El-Sayed |
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## Software Updates

|  |  |  |
| --- | --- | --- |
| Update schedule | Update type | Responsible person/team |
| Bi-weekly | Security patches and feature updates | Yasmine Mohamed |
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## Monitoring

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| --- | --- | --- |
| Monitoring schedule | Monitoring tools | Responsible person/team |
| 24/7 | Nagios, SolarWinds, Windows Performance Monitor | Omar Mohamed |
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## Reporting

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| --- | --- | --- |
| Reporting schedule | Report format | Responsible person/team |
| Monthly | PDF | Yasmine Mohamed |
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## Contingency plan

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| --- | --- |
| Description of the plan | Responsible person/team |
| A detailed Disaster Recovery Plan is in place, covering various scenarios including power failure, server crash, and security breach | Mohamed Mohi El-Dien |
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# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

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| --- | --- | --- |
| Name | Title | Date |
| Mohamed Mohi El-Dien | IT Project Manager | May 15, 2023 |
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| Approved By | Date | Approved By | Date |
| **Yasmine Mohamed** | May 15, 2023 | **Omar Mohamed** | May 15, 2023 |