|  |
| --- |
| Maintenance Schedule for [Operating System Name] |
| Date |

# Overview

## Introduction

|  |  |
| --- | --- |
| Badge Tick1 with solid fill | A brief overview of the document and the purpose of the maintenance schedule. |

## Scheduled Maintenance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Frequency | Start date | End date | Responsible person/team |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Unscheduled Maintenance

|  |  |  |
| --- | --- | --- |
| Task | Description | Responsible person/team |
|  |  |  |
|  |  |  |

## Backup and Recovery

|  |  |  |  |
| --- | --- | --- | --- |
| Backup schedule | Backup location | Recovery procedures | Responsible person/team |
|  |  |  |  |
|  |  |  |  |

## Software Updates

|  |  |  |
| --- | --- | --- |
| Update schedule | Update type | Responsible person/team |
|  |  |  |
|  |  |  |

## Monitoring

|  |  |  |
| --- | --- | --- |
| Monitoring schedule | Monitoring tools | Responsible person/team |
|  |  |  |
|  |  |  |

## Reporting

|  |  |  |
| --- | --- | --- |
| Reporting schedule | Report format | Responsible person/team |
|  |  |  |
|  |  |  |

## Contingency plan

|  |  |
| --- | --- |
| Description of the plan | Responsible person/team |
|  |  |
|  |  |

# Approval and Authority to Proceed

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Date |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Approved By |  | Date | Approved By |  | Date |