|  |
| --- |
| Roles and Responsibilities for [Operating System Name] Installation  |
| Date  |

# Overview

## Introduction

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

## Project team

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project manager | System administrator | Network administrator | Database administrator | Security administrator | Backup administrator |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Hardware responsibilities

|  |  |  |
| --- | --- | --- |
| Installation and configuration of hardware | Maintenance and repair of hardware | Inventory management |
|  |  |  |
|  |  |  |

## Software responsibilities

|  |  |  |
| --- | --- | --- |
| Installation and configuration of software | Maintenance and upgrade of software | License management |
|  |  |  |
|  |  |  |

## Data responsibilities

|  |  |  |
| --- | --- | --- |
| Backup and recovery of data | Data management | Data security |
|  |  |  |
|  |  |  |

## Network responsibilities

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| --- | --- | --- |
| Network design and configuration | Network security | Network monitoring |
|  |  |  |
|  |  |  |

## Security responsibilities

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| --- | --- | --- |
| Security policy development | Security incident management | Compliance management |
|  |  |  |
|  |  |  |

## Support responsibilities

|  |  |  |
| --- | --- | --- |
| User support | Technical support | Training |
|  |  |  |
|  |  |  |

## Maintenance responsibilities:

|  |  |  |
| --- | --- | --- |
| Scheduled maintenance | Unscheduled maintenance | Monitoring |
|  |  |  |
|  |  |  |

# 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  |