

## SCCM Administrative Checklist

All the below activity and necessary changes would go through chain request & call logging in heat tool and would be informed to all necessary stake holders.

### Daily Tasks

1. Check site server status.
2. Check site systems status
3. Check active & inactive client status.
4. Check system performance issues.
5. System compliance reports alternate Days, shared across defined it members & managers.
6. Creating collections as per requirement.
7. Creating device collections and verifying correct court.
8. Creating queries and gathering system and software information.
9. Creating scripts related to device and software uninstallation.
10. Installation of sccm client on non-client systems.
11. Software package distribution.
12. Event log analysis and issue resolution.
13. Check Configuration Manager 2012 site system inboxes for backlogs.

### Weekly Tasks

1. Weekly automated tasks
2. Delete unnecessary SCCM objects.
3. Check system performance issues.
4. Produce and distribute end-user reports.
5. Create custom reports for SCCM Asset Management & compliance
6. Creating software packages.
7. Testing new build software packages in test environment.
8. Collecting software metering reports.
9. Check advertisement status
10. Review Package status
11. Review sync between SCCM Primary & Secondary sites
12. Clean out old machines and user accounts

## Monthly Tasks

1.Monthly Patching for all client systems and achieve compliance
2.Downloading necessary windows update. Test the updates on test patching systems and if no issue found release to client system,
3.Review the Windows patches compliance
4.Review advertisement success/failure rate
5.Review SCCM updates & SQL updates on all sccm servers
6.Reviewing SCCM Clients
7.Review SCCM site settings on all SCCM server
8.Performance review

## Quarterly Tasks

1.Review SCCM Site boundaries
2.Review SCCM-OU Mapping
3.Review Infrastructure related issues
4.Capacity planning & further up gradation in current environment.
5.Review SCCM reports, asset inventory and system compliance including software deployment old software uninstallation.
6. Review security updates on sccm servers
7. SCCM hierarchy review & Envisioning and Architecture Development for new versions.
8. Check network performance to ensure changes have not been made that affect site operations.

## Half Yearly Task

Creating key Sccm operational documents
Review Documentation
Review SCCM Design
Review Maintenance plan
Review the hierarchy design for any needed changes.
Check overall health of site.
Check network performance to ensure changes have not been made that affect site operations.

## Business Permitting Road Map

Current system upgrade to SP1--->R2 including all site servers.
Change in hierarchy and infrastructure design as per growing infrastructure.

