

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

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| 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

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| 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

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| 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

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| 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

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| 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

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

