Computer & IT Policies and Procedures Manual

The Computer and Network Policy, Procedures and Forms Manual discusses strategic IT management, control of computer and network assets, and includes a section on creating your own information systems manual along with a computer and IT security guide. The Computer & Network Manual helps you comply with **Sarbanes Oxley, COBIT or ISO 17799 security and control requirements.** This Computer and Network Manual allows IT Managers, IT departments and IT executives to develop their own unique IT policy and procedures

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Includes seven (7) modules:
1. Introduction and Table of Contents
2. Guide to preparing a well written manual
3. A Sample IT Policy Manual covering common requirements and practices
4. **41** Policies and **75** corresponding forms including the Software Development Supplement
5. IT Security Guide
6. **33** Job Descriptions covering every position referenced in the Manual
7. Complete Index

- Instant download
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41 Prewritten Policies and Procedures

IT Administration
1. Information Technology Management
2. IT Records Management
3. IT Document Management
4. IT Device Naming Conventions
5. TCP/IP Implementation Standards
6. Network Infrastructure Standards
7. Computer and Internet Usage Policy
8. E-Mail Policy
9. IT Outsourcing
10. IT Department Satisfaction

IT Asset Management
11. IT Asset Standards
12. PIT Asset Management
13. IT Vendor Selection
14. IT Asset Assessment
15. IT Asset Installation Satisfaction

IT Training and Support
16. IT System Administration
17. IT Support Center
18. IT Server / Network Support
19. IT Troubleshooting
20. IT User-Staff Training Plan

IT Security and Disaster Recovery
21. IT Threat And Risk Assessment
22. IT Security Plan
23. IT Media Storage
24. IT Disaster Recovery
25. Computer Malware
26. IT Access Control
27. IT Security Audits
28. IT Incident Handling
29. BYOD Policy

Software Development
30. IT Project Definition
31. IT Project Management
32. Systems Analysis
33. Software Design
34. Software Programming
35. Software Documentation
36. Software Testing
37. Design Changes During Development
38. Software Releases and Updates
39. Software Support
40. Software Consulting Services
41. Software Training

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Computer and IT Policies and Procedures Manual:

75 Corresponding Forms and Records

IT Administration
1. Information Technology Plan
2. IT Plan Review Checklist
3. Records Classification and Retention Guide
4. Records Management Database
5. Document Control List
6. Document Change Request Form
7. Document Change Control Form
8. Network Infrastructure Standards List
9. Company Computer and Internet Usage Policy
10. Company E-Mail Policy Acknowledgement
11. IT Outsourcer Due Diligence Checklist
12. IT Outsourcer Record
13. IT Post-Service Satisfaction Report
14. User Satisfaction Survey
15. BYOD Policy & Acknowledgement

IT Asset Management
16. IT Asset Standards List
17. IT Asset Configuration Worksheet
18. IT Asset Standards Exception Request
19. IT Asset Requisition/Disposal Form
20. IT Asset Acquisition List
21. Tech Support Receiving Log
22. Nonconforming IT Asset Form
23. IT Asset Inventory Database
24. IT Network Map
25. IT Vendor Notification Form
26. IT Vendor Survey
27. Approved IT Vendor Data Sheet
28. IT Vendor List
29. IT Vendor Disqualification Form
30. IT Asset Assessment Checklist
31. IT Asset Scan Summary
32. IT Asset Installation Follow-Up Report

IT Training and Support
33. System Administration Task List
34. Tech Support Log
35. System Trouble and Acknowledgement Form
36. Server/Network Planning Checklist
37. IT Server/Network Support Plan

38. IT Troubleshooting Plan
39. User Troubleshooting Guide
40. ITS Training Requirements List
41. ITS Training Log

IT Security and Disaster Recovery
42. It Threat/Risk Assessment Report
43. IT Security Assessment Checklist
44. IT Security Plan
45. IT Security Plan Implementation Schedule
46. Information Storage Plan
47. IT Disaster Recovery Plan
48. Access Control Plan
49. User Access Control Database
50. Access Control Log
51. User Account Conventions
52. IT Security Audit Report
53. IT Nonconformity Report
54. IT Security Audit Plan
55. IT Incident Report
56. BYOD Policy & Acknowledgements

Software Development
57. IT Project Plan
58. IT Project Development Database
59. IT Project Status Report
60. IT Project Team Review Checklist
61. IT Project Progress Review Checklist
62. Design Review Checklist
63. Work Product Review Checklist
64. Request For Document Change (RDC)
65. Software Project Test Script
66. Software Project Test Checklist
67. Software Project Test Problem Report
68. Design Change Request Form
69. Software License Agreement
70. Software Limited Warranty
71. Software Copyright Notice
72. Software Consulting Agreement
73. Statement Of Work
74. Software Consulting Customer Support Log
75. Software Training Evaluation Form

IT Job Descriptions: A complete job description is included for each of the 33 positions referenced in the Computer & IT Policies and Procedures Manual. Each position includes a summary description of the position, essential duties and responsibilities, organizational relationships, a list of the procedures where the position is referenced, specific qualifications, physical demands of the position, and work environment.

1. Beta Test Coordinator
2. Board Member
3. Chief Executive Officer
4. Director of Quality
5. Document Manager
6. Financial Manager
7. Help Desk Technician
8. HR Manager
9. Internal Audit Team Leader
10. IT Asset Manager
11. IT Disaster Recovery Coordinator
12. IT Manager
13. IT Project Manager
14. IT Security Manager
15. IT Storage Librarian
16. IT Support Center Manager
17. LAN Administrator
18. Network & Computer Systems Administrator
19. President
20. Product Manager
21. Project Manager
22. Purchasing Manager
23. Quality Manager
24. Shipping/ Receiving Clerk
25. Software Designer
26. Software Support Analyst
27. Software Trainer
28. Systems Analyst
29. Technical Support Manager
30. Technical Support Specialist
31. Technical Writer
32. Telecommunications Manager
33. Training Manager

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