

Kelsey National is looking for an independent consultant or temporary employee to help facilitate the below system/network administrator projects and tasks. You must have expertise in the areas described and be able to apply your experience to our systems. If you are interested and capable, please send a cover letter and resume to Rick Rajewski, "rick at kelsey dot com".

June 2011, projects and tasks

System Center Essentials Plus (Backup, Operations, Configuration, Virtual)

- Get SCE+'s DPM fully implemented for all prod and dev servers
 - Ensure critical data is in rotation
 - Review backup procedures and cycles
 - Daily disk to disk backup
 - Weekly disk to tape backup, monthly archive
 - Restore files from old backup system (Yosemite Technologies)
- Get SCE+'s Operations Manager fully functional
- Get SCE+'s Configuration Manager fully functional
- Get SCE+'s Virtual Machine Manager fully functional

Network

- Map KNC building (GIF overlay or better)
 - Locate all Ethernet drops with port labels and switch
 - Identify what is connected to each port (computer, printer, switch, etc.)
 - Locate all cameras on map
- Update firmware on all switches, gateways, firewalls, etc.
- Bandwidth consumption analysis
- Internet firewall rules verified and tested, new ones potentially introduced
- Review IP schema, make suggestions and implement change

Small Business Server

- Upgrade from SBS Premium 2003 to current version
 - Primary domain controller
 - Exchange
 - SQL
 - SharePoint

Active Directory

- Review
- Cleanup
- Security groups, global groups versus local groups

Network Shares

- Coordinate cleanup/purge of unnecessary files
- Consolidate into fewer
- Review security

Exchange Server

- User accounts
- Distribution lists
- Upgrade

SharePoint Servers

- Cleanup security and users
- Suggest and implement improved structure
- Use as a document repository

SQL Servers

- Upgrade to latest SQL Server SP
- Plan to upgrade to latest SQL Server version

Dynamics GP

- Keep system current
- Troubleshoot issues as they arise
- Coordinate activities with GP consultant

Dynamics CRM

- Get on latest rollup
- Plan for then coordinate upgrade to CRM 2011

Consolidate server processes into fewer servers

- Migrate to Hyper-V

Interactive Intelligence VoIP Telephony servers

- Update to latest service update, currently CIC v3.0 SU11
- Recover "lost" recordings
- Monitor to ensure uptime, especially Recorder
- Move recording service to another server
- Attendant call flow overhaul
- Sales department adjustments, agent skills
- Fine tune receptionist "Operator" handling of calls

DNS, DHCP, WINS

- Review and cleanup

Servers

- Upgrade to current version
- Document software running on each
- Document hardware and all settings
- Evaluate consolidation to virtual

Workstations

- Get all up to Windows 7
- Latest phone client, SU11
- Office upgrade?