



Subject: IT Transition report 2010

IT Manager rule in MIMSAs :

- **The main goal of the IT Manager is to provide extensive technological-computerized solutions according to the organization needs.**
- IT manager will be responsible for the full maintenance of the MIMSAs office computer (performing periodic backups, routine maintenance, upgrading, configuring and installing both hardware and licensed software)
- IT Manager will serve as the Webmaster of the MIMSAs internet website. He will hold responsibility for the logistics (e.g. Domain name renewal, Hosting services, ex.) operational and construction of the website.
- IT Manager will provide assistance to the other departments and board members regarding posters, graphic designs, presentations, and databases.
- All roles will be filled based only on knowledge and experience- In case of professional doubt, the IT Manager will contact the relevant MU related department (MU IT Dpt., Study affairs Dpt., ex.), or external professional.
- All roles will be filled with respect to the MU Information security policy, and network permissions.

IT Dpt. goals in 2010:

- Creating a new and accessible website.
- Establishing contact with the faculty IT staff and establish a common working platform.
- Using the faculty IT resources to save periodical costs (such as Storage provider, new computer to the MIMSAs office...)



IT Dpt. achievements during 2010:

- Establishing a new website based on Wordpress CMS instead of Drupal CMS.
- The faculty's IT Dpt. supplied MIMSAs a better computer than the one MIMSAs had so far.
- Donations and fundraising: a new optical scanner from my personal friend.
- Transition from a private storage and e-mail services provider (GoDaddy) to the faculty's servers (both e-mail services and website storage)
- Establishing a common, public and private workgroup data storage over the IS (MIMSAs IS folder)
- Establishing contacts with external IT professional to help with the site development (Stefan, Martin, MU IT Dpt.)
- Supporting and advising mimsa members

Yet to be done:

- Accomplishing the registration of the domain name lease contract (with 24active) instead of Iraklis name to the MIMSAs name, providing MIMSAs's Bank account.
- Configuration and customizing the "new" MIMSAs's office computer
- Website developing: forum, photo gallery, events calendar widget, FB plug-in...
- Finding an IT sponsorship to support the dpt. (money/equipment/professional services)
- Regularly updating the website (daily basis)
- Hold E-polls and surveys to improve feedback methods with rest of the students
- Act to change the MIMSAs constitution so E-voting for future mimsa elections would be possible- for presidency/ reps/ anything else.
- Monitoring and advising the board regarding legal and technical issues in other communication alternatives such as FB/Tweeter ext.
- Realizing all the role guidelines of the IT manager as described in the first part of this document.

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MIMSAs 2010