

THE NEXT GENERATION AGGIE NETWORK



Wired Upgrade Checklist

To ensure network switch updates go smoothly in your building, we need your assistance with the items below.

Building Kick-Off Meeting

Inform the Network Team of the following:

- Times when network installation work can NOT happen and dates that need to be marked as blackout periods.
- Ports that must remain active. Communicate port information (including closet, switch and port numbers).
Note: Only active ports will be reinstalled. Please let us know about any ports that need to remain, such as employees out on leave, working remotely, or ports used only once or twice per year.
- Types of phone services in building (*Polycom phones need power bricks removed*).
- Servers, equipment or other data storage devices that would be affected by an outage.
- Types of building occupants and any special space considerations.
- High-profile employees or systems that need to remain connected.
- Special networking needs associated with research or other functions.
- Keyless Card Access that may be affected by a network outage.
- Listservs and other email contacts for outage/upgrade updates.

Continue Checklist 

DHCP and Subnet Readdressing

Before the upgrade, make sure all steps are completed to ensure your devices work properly.

- Identify employees responsible for IP addressing and/or DHCP.
Note: If you are currently using departmental DHCP, please consider moving to Infoblox DHCP.
- Assist Network Team in determining appropriate subnet size based on actual devices and current usage.
- Migrate to new network by the date assigned.
Note: Subnets will be provided by Networking and live on the router at least four weeks prior to installation.
- Complete readdressing process.
 - Make changes in Infoblox for static address or DHCP reservations (for Infoblox help, contact infoblox@tamu.edu)
 - Readdress static IP devices. *Note: We strongly recommend DHCP options.*
- Notify the Network Team when readdressing is complete.
- Network Team confirms all steps are complete and the old subnet is no longer in use.

Day of Upgrade

Make plans to be available during the network switch installation to ensure everything is working correctly.

- Provide the name, email address and phone number of IT support personnel who will be on-site during upgrade.
- Make sure the Network Team has full access to the building.
- Verify all systems and services are working properly throughout the building and sign off on the Upgrade.

Post Upgrade Audit

The Network Team will provide an installation technician onsite at 8 a.m. the day after the upgrade to give any needed assistance and confirm the work was completed.