

Network documentation checklist

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Network administrators rarely have the time to document their networks. But if a network isn't properly documented, the net admin will have to spend extra time recreating it after a disaster. You can use this checklist to quickly and accurately create documentation for your network.

The physical network

- Create a map of the building.
- Add all network devices—such as routers, switches, hubs, access points, and firewalls—to the map.
- Add the main network cable segments to the map.
- Document which hub or switch ports are wired to each network jack.
- Document all internal settings used by switches, routers, access points, fire walls, etc.

Server documentation

- Create a hardware inventory.
- Document which drivers are used with each hardware component.
- Document the IRQ, DMA, and base memory address for each component, if necessary.
- Document TCP/IP settings for each NIC.
- Document which network segment each NIC is connected to.
- Document the size, location, and format of each partition.

Server applications

- Document which applications are running on each server.
- Document the service pack level for all applications and for the server operating system itself.
- Document all critical application level settings, such as the path to databases and transaction logs.
- Document the server used as a DNS server.
- Document all DNS settings.
- Document the locations and settings of WINS and DHCP servers, if applicable.
- Document which services are used and unused on each server.

Active directory

- Document which domains are included within the forest.
- Document which domain controllers are responsible for performing which Active Directory roles.
- Document any external trust relationships that exist.
- Document any site links that may exist and which servers are acting as the bridgeheads.
- Document each OU and the computers, servers, and groups contained within them. Users are optional.
- Document the rights assigned to each group. Documenting group membership is optional.
- Document the location and file name of each group policy.
- Document the settings within each group policy.

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