



# GALAXY BACKBONE ICT AUDIT SURVEY FORM

(Rev. 2008/04A)



MDA Survey Ref. #:	2008-
--------------------	-------

## SECTION A: GENERAL INFORMATION ON MDA

Name of MDA			
Address of MDA Head Office			
Name of MDA's Principal Officer			
Designation of MDA Principal Officer (e.g., Minister, DG, etc.)			
Source of Budget Funding	100% Federal Government	Part Fed. Govt., Part External Sources (Self Generating, Donors)	If only Part Fed. Govt., approx. % of Budget funded from External Sources

\*\*\*\*\*

## SECTION B: PRIMARY CONTACT FOR IT AUDIT EXERCISE

Name of Primary Contact for IT Audit Exercise at MDA			
Designation of Primary Contact			
Location (Office #, Building #, Street Address if not @ HQ)			
Phone #s and E-mail Addresses			

\*\*\*\*\*

## SECTION C: HEAD OFFICE PROPERTY DETAILS

Who Owns Head Office Building?	Federal Government	Other Owner (i.e., Leased from Private Owner)
If the MDA's Head Office is not currently based in a building owned by the Federal Government, are there plans for it to relocate to its own building within the next 3 years?	Yes	No
Are all Head Office Departments based in a single COMPOUND?	Yes	No
Are all Head Office Departments based in a single BUILDING?	Yes	No
If no, how many buildings are the Departments spread across?		
How many Remote or Regional Offices besides Head Office does the MDA have?		

*Note: Please don't forget to fill in form on Remote / Regional Offices and attach it.*

\*\*\*\*\*

**SECTION D: REMOTE OFFICE / REGIONAL OFFICE DETAILS**

Note: If additional pages are required, make copies of form and label the extra pages.

Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #
Site #:	City & State	Address	Contact Name & Phone #

**SECTION E: PRS/ICT DEPARTMENT STAFF PROFILE & SKILLS**

<b>Who manages the computer systems at MDA Head Office?</b>	PRS Department	Dedicated ICT Department	Designated individuals attached to another Department
<b>Name of MDA's most senior Computer Administrator</b>		<b>Phone # &amp; E-mail Address</b>	
<b>How many MDA staff provide computer-related support or services at Head Office?</b>		<b>How many staff provide computer-related support or services at other Remote Offices?</b>	
<b>Approx. # of MDA Staff with Microsoft MCP Course Training or Qualifications?</b>		<b>Approx. # of MDA Staff with Microsoft MCSE Course Training or Qualifications?</b>	
<b>Approx. # of MDA Staff with Cisco CCNA Course Training or Qualifications?</b>		<b>Approx. # of MDA Staff with Cisco CCNP or higher Course Training or Qualifications?</b>	

\*\*\*\*\*

**SECTION F: WEB SITE, CORPORATE E-MAIL, INTRANET, & IP ADDRESSING SCHEME**

<b>Does MDA have an organisational Web site?</b>	Yes No	<b>If yes, Website Address (URL)</b>	
<b>If yes, is the Web Site active / live?</b>	Yes No	<b>Name of Website Hosting Firm</b>	
<b>Which BEST describes the MDA's organisational e-mail profile?</b>	No corporate e-mail; only individual Yahoo / Gmail / Hotmail accounts	Internet-hosted corporate e-mail, but only a few select users	Internet-hosted corporate e-mail, most MDA users
			MDA-hosted corporate e-mail (i.e., based on Microsoft Exchange)
<b>If using Internet-hosted corporate e-mail, what is name of the hosting firm?</b>		<b>If corporate e-mail (hosted / in-house), what is domain name (abc@agency.com)?</b>	
<b>If corporate e-mail, approx. how many staff CURRENTLY have official e-mail boxes?</b>		<b>If MDA was to get / upgrade its corporate e-mail system, approx how many staff would be EXPECTED to have official e-mail boxes?</b>	
<b>Does MDA have Intranet or Portal site?</b>	Yes No	<b>If yes, which Platform?</b>	Microsoft SharePoint Other
		<b>If Other, name?</b>	
<b>Is MDA hosting an Internet-based app that is used by its Remote Offices?</b>	Yes No	<b>Is MDA hosting Internet-based app used by other Agencies or External Clients?</b>	Yes No
<b>If MDA has a local network domain server, list all IP address ranges currently in use (e.g., 192.168.1.0 - 192.168.1.250)</b>			
<b>Does MDA currently back up the data on its main servers to tape?</b>	Yes No	<b>If yes, which backup software is being used?</b>	
<b>Does MDA have a disaster recovery site?</b>	Yes No	<b>If yes, where is site located?</b>	

\*\*\*\*\*

**SECTION G: HEAD OFFICE COMMUNICATION EQUIPMENT & SERVICES**

Do the majority of users at the MDA's Head Office who are expected to have Internet access currently have such access?	Yes	No	If not, why?	Have never had Internet access	No LAN available to share Internet more widely	Internet Service has expired
If MDA has Internet Access service, what is the NAME of its current Internet Services Provider?				Phone # & E-mail Address		
When is the current Internet bandwidth CONTRACT expected to expire?			Size of current Internet bandwidth	Downstream (In kbps)		Upstream (In kbps)
How are the current Internet Services being provided?	VSAT	Radio	Other	If "Other", describe:		
Is there a radio mast or tower at the MDA's Head Office?	Yes	No	If yes, what is the est. height (in m)?		Mast GPS Coordinates	
If no radio mast, what is the estimated height (in m) of the Head Office building?				MDA Head Office GPS Coordinates		
Is there any GROUP or ROOM video-conferencing equipment (including displays) at MDA's HQ?	Yes	No	What condition is the equipment in?	Faulty	Working, but not in active use	In active use

\*\*\*\*\*

**SECTION H: REMOTE OFFICE / REMOTE PARTNER CONNECTIVITY**

Which best describes MDA's Remote Offices connectivity to HQ?	No Remote Office currently connects to HQ	Some Remote Offices currently connects to HQ	Most Remote Offices currently connect to HQ	All Remote Offices currently connect to HQ			
If MDA's Remote Offices are connected to HQ, what technology is being used?	Direct VSAT	Radio	Internet VPN	Other	Combination of some or all of the technologies listed		
If "Other" technology is being used for connectivity, describe:							
If VSAT, who owns the VSATs?	MDA	Service Provider	Both / Mixed	If Radio, who owns the radios?	MDA	Service Provider	Both / Mixed
Of the MDA's Remote Offices how many are CURRENTLY (working) connected to HQ?				Of the MDA's Remote Offices how many are CURRENTLY using VSAT to connect to HQ?			
Is the MDA's Head Office directly connected (NOT over Internet) to any other organisation?	Yes	No	If yes, using what technologies?	VSAT	Radio	Other	
Describe MDA connectivity to other organisations. Include bandwidth capacity of links.							

\*\*\*\*\*

**SECTION I: DATA & VOICE NETWORK INFRASTRUCTURE AND HQ DATA CENTRE**

<b>Which best describes MDA's HEAD OFFICE network infrastructure?</b>	No local area network at all	Some LAN cabling (& maybe a few wireless access points), but only in a few parts of MDA	Most Depts. have some connection to a LAN	Wired / Wireless LAN almost everywhere					
<b>Which best describes MDA's REMOTE OFFICES network infrast.?</b>	No local area networks at all	Some sites have LANs	Most sites have LANs, but of poor quality	Most sites have good LAN infrast.					
<b>If MDA HEAD OFFICE is spread across multiple buildings, are all buildings connected on the LAN?</b>	Yes	No	If no, how many buildings would need a backbone link?	If no, how many buildings would need LAN cabling?					
<b>Structured Cabling Architecture @ HQ</b>	Data Only	Data & Voice	Data & Power	Data, Voice, & Power					
<b>Structured Cabling Types (Data) @ HQ</b>	Below Cat. 5	Mix of Cat. 5 & Below Cat. 5	Cat. 5. Or Mix of Cat. 5 & Cat. 6	Unknown					
<b>Structured Cabling Site BACKBONE Type at MDA HQ (Multi-Segment Networks)</b>		UTP	Fibre	Mix of UTP & Fibre					
<b>Quality of CURRENT Structured Cabling Installation (Data Cabling) @ HQ</b>		Good	Fair	Poor					
<b>Quality of CURRENT Structured Cabling Installation (Power Cabling) @ HQ</b>		Good	Fair	Poor					
<b>Quality of CURRENT Structured Cabling Installation (Pathways &amp; Trunking) @ HQ</b>		Good	Fair	Poor					
<b>Est. # of SCS Data Outlets @ HQ</b>		<b>Est. # of Data Outlets in ACTIVE Use @ HQ</b>		<b>Est. # of UPS Power Outlets @ HQ - If ANY</b>					
				<b>Est. # of UPS Power Outlets in ACTIVE Use</b>					
<b>IEEE 802.11 (Wi-Fi) Wireless Access Points installed @ HQ?</b>	Yes	No	If yes, est. # of IEEE 802.11 b/g or a/b/g (Wi-Fi) Wireless APs installed.	If yes, est. # of users regularly using Wi-Fi wireless access points					
<b>MDA HQ-WIDE PABX (intercom) Installed?</b>	Yes	No	If yes, est. # of Phone Extensions	If yes, est. # of incoming telephone lines (direct lines, trunk lines) from all PTOs (NITEL, VGC, Starcomms, etc.)					
<b>Quality of HQ-WIDE PABX</b>		Good	Fair	Poor					
<b>Quality of PABX Cabling</b>		Good	Fair	Poor					
<b>Does the MDA Head Office have a DEDICATED central computer room (data centre)?</b>	Yes	No	If yes, circle all that apply	Good security / access control					
				Good cooling / air-con.					
				Good backup power (UPS & generator)					
<b>General Evaluation of Overall Quality of Network Architecture at MDA Site</b>				<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="text-align:center;">1</td></tr> <tr><td style="text-align:center;">2</td></tr> <tr><td style="text-align:center;">3</td></tr> <tr><td style="text-align:center;">4</td></tr> <tr><td style="text-align:center;">5</td></tr> </table>	1	2	3	4	5
1									
2									
3									
4									
5									

\*\*\*\*\*

**SECTION J: NETWORK SWITCHES (FOR MDAS IN FEDERAL SECRETARIAT ONLY)**

Note: If additional pages are required, make copies of form and label the extra pages.

Item #: _____	Hub	# of Ports	Brand Name (& Model)		S/N		Good	Fair	Obsolete	Not Working
	Switch									
	Wireless AP									
Item #: _____	Hub	# of Ports	Brand Name (& Model)		S/N		Good	Fair	Obsolete	Not Working
	Switch									
	Wireless AP									
Item #: _____	Hub	# of Ports	Brand Name (& Model)		S/N		Good	Fair	Obsolete	Not Working
	Switch									
	Wireless AP									
Item #: _____	Hub	# of Ports	Brand Name (& Model)		S/N		Good	Fair	Obsolete	Not Working
	Switch									
	Wireless AP									
Item #: _____	Hub	# of Ports	Brand Name (& Model)		S/N		Good	Fair	Obsolete	Not Working
	Switch									
	Wireless AP									
Item #: _____	Hub	# of Ports	Brand Name (& Model)		S/N		Good	Fair	Obsolete	Not Working
	Switch									
	Wireless AP									
Item #: _____	Hub	# of Ports	Brand Name (& Model)		S/N		Good	Fair	Obsolete	Not Working
	Switch									
	Wireless AP									
Item #: _____	Hub	# of Ports	Brand Name (& Model)		S/N		Good	Fair	Obsolete	Not Working
	Switch									
	Wireless AP									
	Wireless AP									

<b>Any Audit Engineer Comments</b>	
------------------------------------	--

\*\*\*\*\*

**SECTION K: PRIMARY COMMUNICATIONS EQUIPMENT (OWNED BY MDA)**

Note: Evaluate PRIMARY communications equipment only; if additional pages are required, make copies of form.

Item #: _____	HQ Router	<b>Brand Name (&amp; Model)</b>		<b>S/N</b>		Good Fair Obsolete	Not Working
	HQ Radio Modem						
	HQ VSAT Modem						
	Other Equip.						
Item #: _____	HQ Router	<b>Brand Name (&amp; Model)</b>		<b>S/N</b>		Good Fair Obsolete	Not Working
	HQ Radio Modem						
	HQ VSAT Modem						
	Other Equip.						
Item #: _____	HQ Router	<b>Brand Name (&amp; Model)</b>		<b>S/N</b>		Good Fair Obsolete	Not Working
	HQ Radio Modem						
	HQ VSAT Modem						
	Other Equip.						
Item #: _____	HQ Router	<b>Brand Name (&amp; Model)</b>		<b>S/N</b>		Good Fair Obsolete	Not Working
	HQ Radio Modem						
	HQ VSAT Modem						
	Other Equip.						
Item #: _____	HQ Router	<b>Brand Name (&amp; Model)</b>		<b>S/N</b>		Good Fair Obsolete	Not Working
	HQ Radio Modem						
	HQ VSAT Modem						
	Other Equip.						

\*\*\*\*\*

Audit Conducted By – Yentech Audit Engineer					
<b>Name</b>		<b>Designation</b>		<b>Signature &amp; Date</b>	

Audit Confirmed By – MDA Representative					
<b>Name</b>		<b>Designation</b>		<b>Signature &amp; Date</b>	

Audit Confirmed By – Galaxy Backbone Representative					
<b>Name</b>		<b>Designation</b>		<b>Signature &amp; Date</b>	