

Annual work plan – Regular work

Budget year: FY25

Department: IT

Budgeted staff: 3 (IT Director, Network Admin, and GIS Coordinator)

Primary function(s): Overall management of all Town technology and GIS needs

Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Patch management – server, workstation, firewalls	End of each month	In progress	Monthly		None	
Phone system firmware updates	Year end	In progress	Yearly		None	
Active Directory cleanup – admin password change	Year end	In progress	Yearly		None	
Account administration (new and terminated users)	On-going	In progress	Daily		None	
Respond to Support Tickets	On-going	In progress	Daily		None	
Review Logs (firewall, Azure, backups, antivirus) for security threats or system failures	On-going	In progress	Daily		None	
Computer builds and installs	On-going	In progress	Varies		None	
Grand list changes / parcels, tax maps, etc.	On-going	In progress	on-going		Assessors	
Assign parcel numbers and addresses	On-going	In progress	on-going		Assessors / Finance	
Database / mapping / classify trails	On-going	In progress	on-going		Com Dev / Recreation	
Cemetery database / mapping / documentation	On-going	In progress	on-going		Clerks	
Database / mapping all our physical assets	End of each month	In progress	on-going / weekly		Public Works	
Database / mapping all our easements & land	On-going	In progress	on-going		Public Works / Com Dev / Manager	
Stormwater database / mapping	End of each month	In progress	on-going / weekly		Public Works	
Federal waterline project	End of each month	In progress	on-going / weekly		Public Works	
Special mapping / data projects that arise	End of each month	In progress	on-going / weekly		Com Dev / PW	