

## MANAGEMENT LIABILITY, DEPLOYMENT AND MAINTENANCE, COMPULSORY FOR CHROMEBOOK

- **Data request under .CSV format** -> (Distributor / School coordinator)
- **Server preparation** -> (IMTLazarus)
- **Creation entity** -> (IMTLazarus)
- **G Suite domaine registration** ->(IMTLazarus)
- **Data insertion into server** -> (IMTLazarus)
- **Checking of loaded data from .CSV** -> (IMTLazarus)
- **Spread extensions through G Suite** -> (Distributor / School coordinator)
- **Warning regarding adjustments in devices not performed successfully** -> (Distributor)
- **Supervisors' data insertion** -> (IMTLazarus / Distributor / School coordinator)
- **Supervisors' access check** -> (IMTLazarus/ Distributor)
- **Permit assignment to each Supervisor** -> (IMTLazarus/ Distributor)
- **Creation schedules** -> (Distributor / School coordinator; to be agreed)
- **Creation calendar** -> (Distributor / School coordinator; to be agreed)
- **Training workshops for families** -> (Distributor)
- **Process check at the beginning of school year** -> (Distributor)
- **Procedures development and decision taking in crises situations** -> (Distributor / School coordinator)
- **Status checking 48 hours after deployment** -> (Distributor / School coordinator)
- **Regular monitoring to know about status throughout the school year** -> (Distributor)
- **Communication and explanation to clients of new features incorporated** -> (Distributor)
- **Gathering of schools' info requests and / or suggestions to improve the platform or to solve bugs** -> (Distributor)