

ANNEXURE A

1. Infrastructure Overview

- 12 x Physical Servers (virtualizing 50 VMs through VMware)
- 3 X Switches
- 1 x Router
- 4 x racks
- 2 x air conditioners
- UPS System
- SAN Storage - V7000
- Firewall Device
- WiFi Access Points
- Biometric System

2. Current Site (Midrand) Details

- What is the current data center setup - standard server room
- Are there any access restrictions or working hour constraints - None
- What is the power-down process and what dependencies exist for critical systems? - Normal standard procedure to shutdown all ICT equipment before decommission.
- Are there any legacy systems requiring special handling? - None

3. New Site (Centurion) Readiness

- Is the new site infrastructure ready, including:
 - Power (UPS, generator) - Yes
 - Cooling - Yes
 - Rack space and layout - 23m² size
 - Network connectivity (LAN, WAN, MPLS, Internet) - In progress
- Are cabinets and cabling already installed? Yes

4. Decommissioning Scope

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- What level of decommissioning is required:
 - Logical shutdown only - No
 - Full hardware de-racking - Yes
 - Secure data wiping - No
- Are there any assets to be retired or disposed of? No

5. Transportation & Logistics

- Who will be responsible for transport insurance? Same service provider should decommission, transport and recommission.
- Are there special handling requirements for sensitive equipment (e.g., storage arrays, SAN switches)? - Safely package critical equipment to avoid damages during transit.
- What is the distance and expected logistics timeline between sites? Less than 30km
- Will secure or white-glove transport services be required? Normal secure transportation

6. Reinstallation & Commissioning

- Should the environment be reinstalled as-is, or redesigned? Reinstalled as-is
- Will testing (UAT / DR) be required after commissioning? Yes
- Who will be responsible for validating application availability post-move?
USAASA IT Team

7. Risks & Dependencies

- Are there any risks related to end-of-life equipment ? Yes, servers are over 10 years old
- Are support contracts still active? No
- Will vendor involvement be required (e.g., Dell, HP, IBM)? No