

Subject: IT Transition report 2010/11

IT Manager rule in MIMSA :

- **The main goal of the IT Manager is to provide extensive technological-computerized solutions according to the organization needs.**
- IT manager will be responsible for the full maintenance of the MIMSA office computer (performing periodic backups, routine maintenance, upgrading, configuring and installing both hardware and licensed software)
- IT Manager will serve as the Webmaster of the MIMSA internet website. He will hold responsibility for the logistics (e.g. Domain name renewal, Hosting services, ex.) operational and construction of the website.
- IT Manager will provide assistance to the other departments and board members regarding posters, graphic designs, presentations, and databases.
- All roles will be filled based only on knowledge and experience- In case of professional doubt, the IT Manager will contact the relevant MU related department (MU IT Dpt., Study affairs Dpt., ex.), or external professional.
- All roles will be filled with respect to the MU Information security policy, and network permissions.

IT Dpt. achievements during 2010:

- Establishing a new website based on Wordpress CMS instead of Drupal CMS.
- The faculty's IT Dpt. supplied MIMSA a better computer than the one MIMSA had so far.
- Donations and fundraising: a new optical scanner from my personal friend.
- Transition from a private storage and e-mail services provider (GoDaddy) to the faculty's servers (both e-mail services and website storage)
- Establishing a common, public and private workgroup data storage over the IS (MIMSA IS folder)
- Establishing contacts with external IT professional to help with the site development (Stefan, MU IT Dpt.)
- Supporting and advising mimsa members

IT Dpt. achievements during 2011:

- New Website with better accessibility and features.
- Creating new, Admin-level, accounts on the website for board members in order to allow each dpt. to develop and update its own section on the site. (included tutorial session- to teach the rest of the board how to work with the site)
- Registration of the domain name lease contract (with 24active) instead Iraklis name to the MIMSA name.
- Configuration and customizing the "new" MIMSA's office computer
- Website developing: Photo gallery, events calendar plug-in, FB plug-in...
- Changing the MIMSA constitution so E-voting for mimsa elections is possible- for presidency/ reps/ anything else. (available according GM/Dentistry level or Years level)
- Supporting and advising mimsa members
- E-poll/survey about anatomy session

Future goals and yet to be done:

- Website developing: forum with authentication based on the UCO mailboxes.
- Updating website with all necessary new info. (board members and mimsa reps.)
- Get a better screen to the MIMSA office.
- Renew lease contract for domain name in Active24 (or other...)
- Finding an IT sponsorship to support the dpt. (money/equipment/professional services)
- Regularly updating the website (daily basis)
- Hold E-polls and surveys to improve feedback methods with rest of the students
- Monitoring and advising the board regarding legal and technical issues in other communication alternatives such as FB/Tweeter/Google Plus ext.
- Change Paypal contacts to the new board
- E-shop on website based on MIMSA Paypal account (Products-T-shirts, Hoodies, services-trips, Card holder fees)
- Donations Plugin with Paypal
- Composing disclaimer and privacy statement (and shopping regulations once the e-shop is online) on the website-URGENT!
- Realizing all the role guidelines of the IT manager as described in the first part of this document.

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MIMSA 2010/11