

**NADA INSTALLATION AND UPGRADE
PREPARATION CHECKLIST**

Version 1, October 2011

This checklist is to be used by Consultants to help them prepare for the installation or upgrade of the NADA systems in ADP participating agencies.
It shall be submitted to the Reference contact in the contract, no later than 7 days from departure.

Name of the Consultant.....

Agency assigned to visit.....Country.....

Mission dates: from- to:.....

Mission objective: Upgrade New installation

Section 1: Organisational Requirements

1. Have you contacted the AGENCY Web administrator?

YES NO

2. Have you contacted the officer responsible for survey documentation?

YES NO

3. Are you aware of the AGENCY dissemination policy?

YES NO

If no, please urgently contact the reference person on your contract.

4. Are you using the latest version of the NADA, available from the IHSN website?

YES NO

If no, please download the latest version from <http://www.ihsn.org/nada/index.php?q=downloads?>

Section 2: Technical Requirements

5. Does the AGENCY host its own web server at the office premises?

YES NO ***If yes, skip to 9***

6. If no, does the AGENCY host its website at an ISP in the country?

YES NO

7. If no, does the AGENCY host its website on online remote Web host?

YES NO

8. Has the AGENCY obtained remote administrative rights on the remote webserver ?

i.e Can you install or change applications that the AGENCY needs remotely?

YES NO

9. If the AGENCY uses a local ISP but has no remote administrative rights on the server, have you requested the AGENCY to request approvals and an appointment for you to install the NADA at the ISP site?

YES NO

10. Which operating system is running on the webserver?
 Windows UNIX/LINUX
11. Which web server software is running on the web server
 APACHE 2.2 IIS 6+
12. Which database is running on the webserver?
 My SQL 5.0 MS SQL Server Oracle Other, Specify.....
13. Is the web server running PHP?
 YES NO
14. If yes, which version of PHP?
15. Have you tested the installation of the NADA on an environment similar to the AGENCY web server?
 YES NO
16. Did you encounter any unsolved problems?
 YES NO
If yes, please urgently contact the reference person on your contract

Section 3: Documentation Requirements *(In your communication with the officer responsible for survey documentation please obtain this information for your preparations)*

17. How many surveys has the AGENCY documented for upload?
18. Have the surveys been quality reviewed using the DDI review checklist?
 All Some, specify: None: Don't know
19. Are all DDIs and associated resources available for upload when the mission starts?
 YES NO
If no, please urgently contact the officer for survey documentation

Section 4: Website preparation

20. Have you reviewed the AGENCY website?
 YES NO
21. Have you prepared a template to match the AGENCY home page?
 YES NO
If no, please do it.
22. Have you prepared draft content for the various NADA menus, which matches the AGENCY context?
 YES NO
If no, please do it.