Gulf Wars Google Admin Department
Standards of Procedure (SOP)
Written by Mistress Avicia de Loudonia, October 2024
Adoption date:_____

I. The Google Admin account is the primary administrator of the Gulf Wars Google Workspace. The secondary administrator is the seneschal of Gleann Abhann. The secondary administrator is required to have an email outside of the gulfwars.org domain.

II. Super admins include:
   A. the Google Admin
   B. the Deputy Google Admin
   C. the Autocrat of Gulf Wars

III. Accounts with the ability to change passwords for the Gulf Wars user accounts include:
   A. IT Support (infotech)
   B. Webminister
   C. Deputy Webminister

IV. New accounts are created as needed with the following specifications:
   A. First Name contains "Gulf Wars"
   B. Last Name is the name of the department.
   C. Absolutely NO mundane names should be used for email accounts.
   D. Account emails should be the department name for easy reference.
   E. Accounts for autocrats should NEVER change from year to year for transparency and consistency through the years.
   F. No account should be deleted, only suspended.
   G. Account names should not change.
   H. New account requests should come directly from the current year's autocrats.

V. Routing rules should be used to copy messages to other accounts. Examples:
   A. Copying department head emails to deputy account
   B. Copying Autocrat emails to a backup account
   C. Copying Exchequer emails to a backup account.

VI. Groups should only be used for mailing lists. Examples:
   A. GW Treaty email list
   B. GW Kingdom Seneschal lists
   C. Other email groups as requested by Autocrat

VII. Requests for account access should ONLY come through official channels:
   A. Email to the Google Admin.
   B. Filling out the form posted on the staff page.
   C. Responses to access requests should be completed within 48 hours.

D. Users will need to provide the Google Admin with both Mundane and SCA name as well as a valid personal email address (to send credentials to) and phone number (including area code) for account recovery options.

VIII. Transferring of accounts to deputies stepping into department head roles and/or incoming deputies:

    A. Transfer of Autocrat account should be done no later than May 1st.
    B. Transfer of Exchequer account should be completed ONLY after all post-war reports have been completed.
    C. Transfer of all other accounts will be completed after any post-war duties have been concluded.

IX. All departments will have a primary account for the department head, and the deputy account will include the department name with "deputy" appended to the primary account name. (Ex: Exchequer@gulfwars.org would be the department head account while exchequer.deputy@gulfwars.org would be the account for the deputy.