

This document describes the Gulf Wars Information Technology department and Its Standard Operating Procedures.

The Gulf Wars (GW) Information Technology (IT) department was created for GW 2025 to coordinate the efforts of other departments and ensure a cooperative and consistent IT experience.

The GW IT department coordinates the efforts of the following departments:

- GW Webminister
- GW Google Administrator
- GW Scheduler
- GW Apps Development (Mobile Apps)
- GW Exchequer registration app
- GW Troll registration app

These have traditionally been separate departments or sub-departments but it was recognized that they are all interrelated and interdependent and there was a need for overall coordination and cooperation.

The GW Webminister, Scheduler, Google Administrator, and Apps Developer remain separate departments under the IT department. The Webminister is responsible for maintenance of the GW website and related domain, certificates, etc. The Scheduler is responsible for preparing and maintaining the master and subsidiary schedules for the war. The Google Admin is responsible for maintaining the Google Workspace for gulfwars.org which includes departmental email addresses and their associated Google services. The Mobile Apps developer is responsible for maintaining the GW mobile app.

The Registration app has been a sub-department under the Exchequer and the Troll app has been a sub-department under the Troll and these retain reporting responsibility to those departments but are included in the IT umbrella.

In the future, additional GW apps may be added and these will also be under the IT umbrella if they integrate with the website and/or the exchequer/troll applications or database.

IT personnel consist of the IT department head, an IT department deputy, the heads of the departments under the IT umbrella, and additional deputies needed for specific responsibilities such as the development and support of a new app. The head or deputy should be familiar with Exchequer and Troll applications and their infrastructure, including wifi support.

GW IT staff positions should be considered to be year-round positions, as analysis of needed apps and maintenance of the needed website and other infrastructure is a year-round responsibility. Coding of needed apps should take place well before the war.

The IT department does not have a separate budget. It utilizes the budgets allocated to the departments under its umbrella.

Annual expenses include:

Domain registration for the gulfwars.org domain (Webminister, \$15/year)

Hosting for the gulfwars.org website (Webminister, \$70/yr)

Cost of the SSL certificate for HTTPS security (Webminister, \$10/yr)
Hosting for the Troll web app (Troll, \$0, Donated)
Cost of SuperPWA progressive web app (Mobile Apps, \$99/year)

Troll app hosting was donated this year but will have to be paid for in 2026. It is currently hosted on Microsoft Azure. The SCA.ORG domain uses Microsoft MS365 and Azure and may be able to assist with hosting.

Activites

At the War

Setup wifi and Internet access to support Exchequer and Troll systems and support these systems. Work with KAR to ensure Internet connectivity Ensure tablets are configured and functional. Troubleshoot as needed. Work with Scheduler, Webminister and Mobile App Developer to make schedule updates as needed, and to ensure timely and accurate distribution of new information. Be available to discuss needed app improvements and possible new apps with department heads and other staff. Perform analysis as needed to determine ways to improve existing processes and apps and determine need and parameters for new apps.

Before and After the war

Maintain gulfwars.org website. Assist with management of staff Facebook group and other websites and social media sites as needed and directed by incoming and outgoing GW event autocrats. Update sites as needed for yearly event transition. Coordinate development of needed apps and ensure they are ready before the war. Advise autocrats and department heads on technology issues. Coordinate with Exchequer and Troll to configure Registration and Troll apps.