Administrators and Owners Worksheet

Fill in this worksheet using the following topics: Choose administrators and owners for the administration hierarchy		After filling in this worksheet, use it with the following topics:	
Prepared by:		Date:	

Local server computer
List the user or group accounts to assign as administrators of the local computer:

Server name	User or group accounts to assign as owner/administrator

Central Administration
List the user or group accounts to assign as farm administrators:

Server or server farm	User or group accounts to assign as owner/administrator

Shared services administration
For each set of shared services, list the users or groups to assign as Shared Services Provider (SSP) administrators and service administrators.

SSP or service name	User or group accounts to assign as owner/administrator

Site administration
For each site collection, list the users or groups to assign as site collection administrators and site owners.

Site collection or site name	User or group accounts to assign as owner/administrator