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ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY

Document No.:

PO/ICT/SOP/006

STANDARD OPERATING PROCEDURE FOR COMPUTE RESOURCES LEASING

Issue No.:

1

Page No.:

Page 1 of 4

ISSUE HISTORY

Issue No:	Description of Change	Status	Originator	Effective Date
1	Initial release	Approved	ICT Team	March1, 2022

REFERENCE DOCUMENTS

Document Number	Document Title
ES ISO 9000:2015	Quality Management Systems - Fundamentals & Vocabulary
ES ISO 9001:2015	Quality Management System – Requirements, Clause 7.5

CONTENTS

PAGE

1. PURPOSE	2
2. SCOPE	2
3. PROCESS OWNER	2
4. DEFINITIONS AND ABBREVIATIONS	2
5. PROCEDURE	3
6. RECORDS	4
7. RELATED DOCUMENTS	4

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Issue No. 1	Registration / Copy No. 4
Date 28	12 2023
Signature	

APPROVAL:	Name: Dereje Engida	Signature:	Date: 28/12/2023
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	<b>STANDARD OPERATING PROCEDURE FOR COMPUTE RESOURCES LEASING</b>	Issue No.: 1	Page No.: Page 2 of 4

### 1. PURPOSE

The purpose of this procedure is to define the methods of how compute resources leasing is executed with in the University.

### 2. SCOPE

This procedure is applicable to all compute resources leasing process in the University.

### 3. PROCESS OWNER

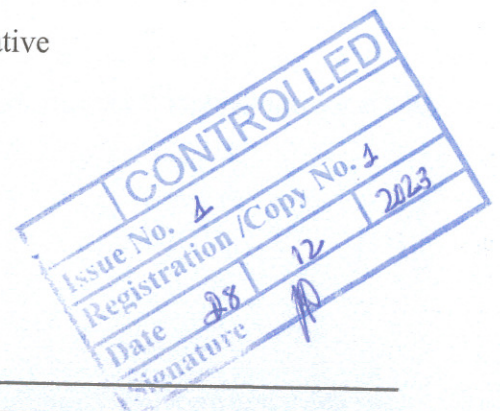
ICT Executive Officer, ICT Team Leaders


### 4. DEFINITIONS AND ABBREVIATIONS

#### 4.1 DEFINITIONS

#### 4.2 ABBREVIATIONS

UPR	University President
PO	President Office
AASTU	Addis Ababa Science and Technology University
FLW	Flow Chart
ISO	International Organization for Standardization
IQA	Institutional Quality Assurance and Enhancement
ICT	Information and Communications Technology
TL	Team Leader
WI	Working Instructions
SOP	Standard Operational Procedure
QM/MR	Quality Manager/Management Representative
QMS	Quality Management System

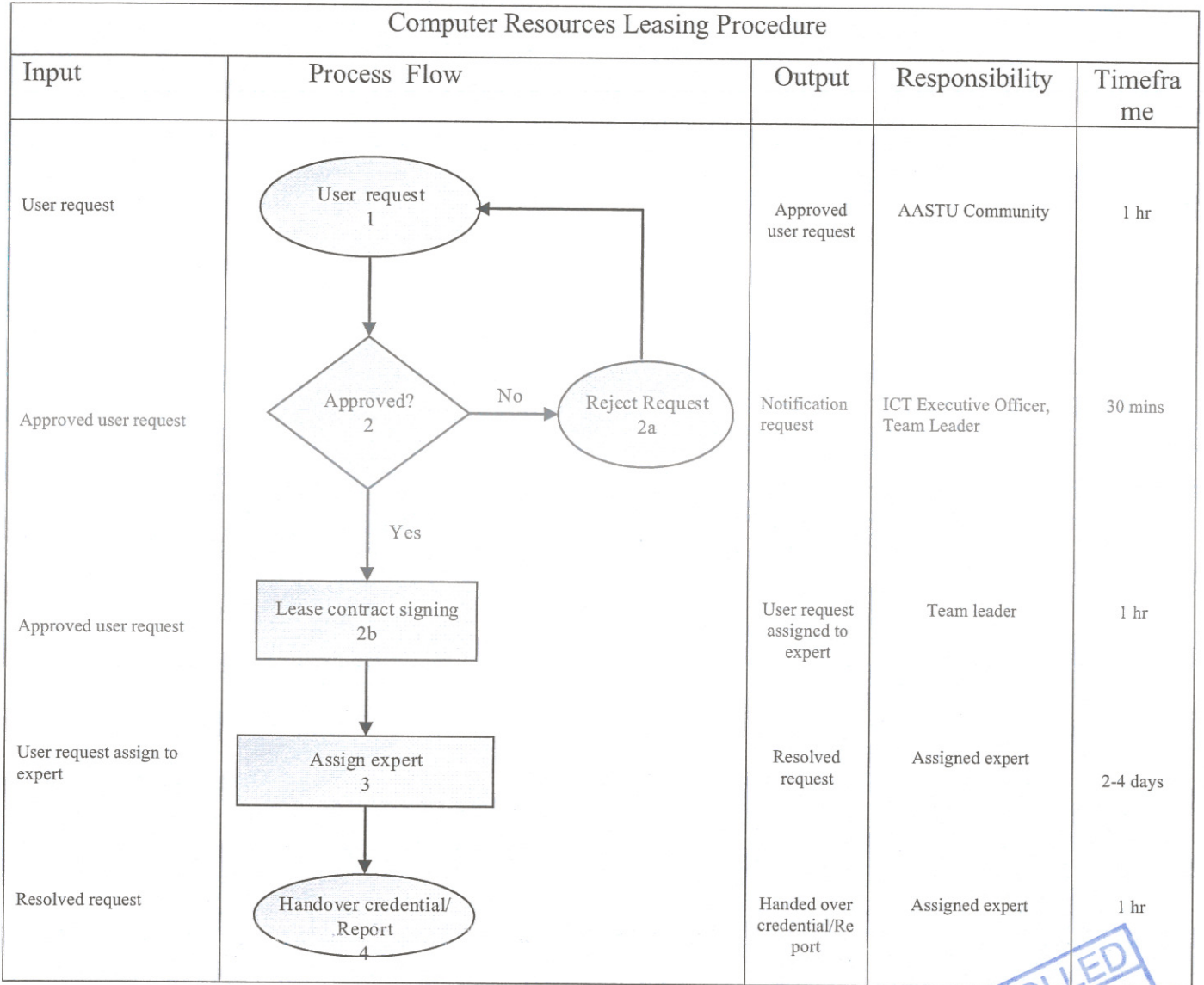


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**5. PROCEDURE**

**5.1. FLOW CHART**



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## STANDARD OPERATING PROCEDURE FOR COMPUTE RESOURCES LEASING

## 5.2. DESCRIPTION OF PROCESS STEPS

FLW	Process Steps Description
1	Compute resource leasing request raised by user will be reviewed
2	Review the request is as per the policy of leasing compute resources
2a	Request will be viewed through different scenarios. The main reasons for rejection of request may be the following. a) When the requester is not approved by the responsible officers b) When there is not adequate free resources at the time of request
2b	Compute resource lease agreement will be signed
3	Expert will be assigned and the virtual machine shall be prepared
4	Handover the compute resource credential to the user then notify and report to the TL and responsible officers respectively.

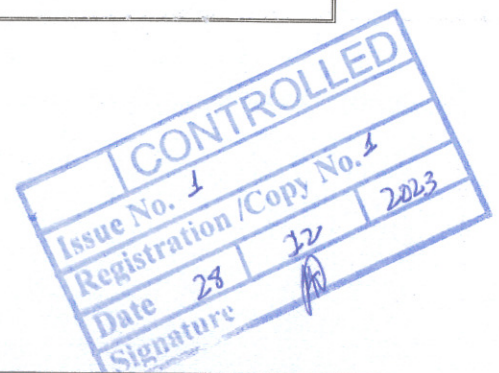
## 6. RECORDS

The Quality Management Representative has the responsibility to record and retain the following records.

- Service Request Form
- Master List of Documents

## 7. RELATED DOCUMENTS

Document No.	Document Title
PO/ICT/OF/003	Compute Resource Leasing Form



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