

CHAPTER 1

Corporate Deployment Guide

This chapter is for administrators responsible for corporate implementation of Windows 95 and provides an overview of the significant steps in the deployment process. Chapter 2, “Corporate Implementation Strategy,” contains the details about how to make decisions and perform actions listed in the overview.

For step-by-step instructions on conducting the installation, see Chapter 3, “Introduction to Windows 95 Setup,” and Chapter 5, “Custom, Automated, and Push Installations,” in the *Windows 95 Resource Kit*.

A Microsoft Project (.MPP) file is available to use as a template for the overview and details of deployment planning described in “Corporate Deployment Guide” earlier in this chapter and Chapter 2, “Corporate Implementation Strategy.”

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Overview of the Process

The deployment process for Windows 95 is divided into distinct phases that span everything from evaluating the product, to specifying the preferred network client configuration, and pushing the installation from a central network server. The following are the suggested phases of deployment:

- Review Windows 95
- Assemble the planning team and tools

- Specify the preferred network client configuration
- Conduct the lab test of the client configuration
- Plan the pilot rollout
- Conduct the pilot rollout
- Finalize the rollout plan
- Roll out Windows 95

In the sections that describe each phase, checklists are provided to describe the tasks for the specific phase. Detailed instructions for performing each task are provided in Chapter 2, “Corporate Implementation Strategy.”

The following sample illustrates how to use the checklists at your site.

Description of Deployment Phase

Task	Team	Start week	Duration
1: Summary of the task.	Who will work on this task?	When does this task start?	How long will it take to complete?

The tasks may vary for your particular organization’s structure and needs. For the purpose of this guide, individuals performing tasks are grouped in the following teams, made up of employees from your organization:

- The Executive team includes the deployment project manager (usually the head of the Information Systems department) and members of the executive committee of the corporation.
- The Planning team includes the deployment project manager, key Installation team members, and a representative from the Support and Training teams.
- The Installation team includes technicians and individuals who will be conducting the installation.
- The Support team includes staff of the help desk or Support department, and select individuals from the Planning team.
- The Training team includes individuals responsible for user training.

Review Windows 95

When Windows 95 is implemented, it can yield significant benefits to your organization in terms of cost savings and increased system control. Because many decisions — starting with the decision to acquire Windows 95 — depend on anticipated benefits, the first step in beginning to plan the rollout process is to closely examine the new and enhanced features in Windows 95.

Windows 95 is designed to make deployment easy in the corporate environment. By understanding how best to plan and automate the installation process, you can potentially reduce the cost of migration, making it significantly less than the migration cost from Windows 3.0 to Windows 3.1! For information on how Windows 95 reduces migration costs and simplifies the deployment process, consult studies from industry analysts such as Gartner Group, Inc., or information from Microsoft concerning business justifications for Windows 95.

Review Windows 95 Features

Task	Team	Start week	Duration
1: Read <i>Introducing Microsoft Windows 95</i> (ISBN 1-55615-860-2) available from Microsoft Press or the <i>Windows 95 Reviewer's Guide</i> (available from Microsoft WinNews forums on the Internet and other online services).	Executive, Planning	Week 1	7 days
2: If business justification for Windows 95 deployment is required, review total cost of ownership, migration, and productivity studies published by analysts such as Gartner Group, Inc., to assess the impact of Windows 95 on your business's bottom line.	Executive, Planning	Week 1	14 days
3: Acquire the <i>Windows 95 Resource Kit</i> for review during the deployment process.	Planning	Week 2	1 day

Assemble the Planning Team and Tools

After the assigned teams complete the review phase and have a general perspective on Windows 95 features and benefits, you are ready to assemble the people and tools needed to plan the Windows 95 implementation; training of the Support team also takes place during this phase. The tasks for assembling the resources are described in the following checklist.

Assemble the Planning Team and Tools

Task	Team	Start week	Duration
1: Assign the project manager (if appropriate; usually this is the head of the Information Systems department).	Planning	Week 2	—
2: Select key Planning and Installation team members.	Planning	Week 2	5 days
3: Acquire Windows 95 (the compact disc version is preferred because it contains system administration tools).	Planning	Week 2	1 day
4: Inventory your client and server hardware and software configurations on the network.	Planning	Week 3	5 days
5: Set up a testing lab.	Planning	Week 2	1 day
6: Acquire test computers for use as the network server and clients. Choose computer models that are typical of those	Planning	Week 2	5 days

used in your organization.

7: Install the application software and line-of-business tools in the lab to simulate the network environment. Also inventory the mission-critical and non-critical business and other applications typically used in your organization and record them in a checklist to be used during testing.	Planning	Week 3	3 days
8: Review discussions of product features in the <i>Windows 95 Reviewer's Guide</i> , and in the "Guided Tour for Administrators" in the <i>Windows 95 Resource Kit</i> ; and study Chapter 2, "Installation," in the <i>Resource Kit</i> .	Planning, Installation	Week 3	3 days
9: Study the entire <i>Windows 95 Resource Kit</i> . As an option, the Support team (and others as appropriate) can attend training at a Microsoft Authorized Technical Education Center and participate in the Certified Professional program.	Support	Week 3	10 days
10: Optionally, read <i>Inside Windows 95</i> from Microsoft Press, for technical details on the inner workings of Windows 95.	Planning, Installation, Support	Week 2	10 days

Specify the Preferred Network Client Configuration

With the Planning team assembled and educated about Windows 95 capabilities, the next step is to specify the preferred configuration for client computers; this configuration will be used for evaluation and testing, prior to full implementation. This phase involves documenting the configuration layout (where Windows 95 files will be located) and determining which features will be used in the preferred configuration on client computers. (For the purposes of this discussion, "client computer" refers to any computer running Windows 95, including computers that act as peer servers by running File and Printer Sharing services.)

For any given feature or capability, such as the network redirector or a particular protocol implementation, there are several options to choose from. Before making a decision, evaluate the features and consider the alternatives— including whether to use them at all. Then choose the appropriate implementation based on its performance, functionality, and compatibility.

Although you can use other methods to determine the preferred client configuration, Microsoft recommends that you start from the "ideal" configuration, which uses all of the most powerful features of Windows 95, and then work backward to a configuration that may have fewer features but more closely fits your company's needs. The selected configuration and any modifications will be rigorously tested in the lab before company-wide implementation.

The following tables list the features and capabilities of the ideal configuration and related alternatives, plus the chapters where these features are discussed in the *Resource Kit*. Work through this table, checking off the features you plan to implement. To learn more about these features, see Chapter 2, “Corporate Implementation Strategy,” or the related *Resource Kit* chapters.

The last table in this section lists features which Microsoft recommends for implementation by all organizations.

Configuration Layout Decisions

Configuration option	Decisions and issues
Location of Windows files <i>To maximize performance, security, or hard disk space on the client computer</i>	Depends on your need to maximize central security and administration versus performance on the client computer. Also depends on the hardware platform of the client computer. Options: <ul style="list-style-type: none"> • Run Windows 95 on the client computer for best performance and reduced network traffic. • Run Windows 95 from the server to save hard disk space on client computers and make it easier to upgrade components or drivers later, especially for multiple computers. • Run completely from the server for the highest degree of security or for diskless workstations. For information, see Chapter 4, “Server-Based Setup for Windows 95.”

Key Features of the Ideal Network Client

Preferred feature	Decisions and issues
Use 32-bit, protected-mode network client software <i>To provide the best network performance and functionality</i>	Depends on the compatibility of your required applications. Options vary based on your network. For example, for Novell® NetWare® networks: <ul style="list-style-type: none"> • Protected-mode Client for NetWare Networks is the preferred client, because of the performance and increased functionality, and because it’s easy to install and configure. • Real-mode Novell NETX or VLM clients may offer slightly better compatibility with some network utilities. • A real-mode network client for another network can also be used. For information, see Part 3, “Networking.”
Use 32-bit, protected-mode	Depends on compatibility with your choice of client.

protocols

To provide the best network performance and functionality

Options depend on your choice of protocol. For example, for IPX/SPX:

- Microsoft IPX/SPX-compatible protocol is preferred (with or without IPX over NetBIOS).
- Keep real-mode IPXODI for use with a real-mode Novell-supplied client.
- Both the real-mode and Microsoft protected-mode implementations can be used if some of your applications (such as TSRs) require the real-mode protocol.

For information, see Chapter 12, "Network Technical Discussion."

Use the latest network adapter drivers

To provide improved performance and the ability to load and unload the network and notify the rest of the system, use NDIS 3.1 drivers, which support Plug and Play

Depends on the availability and compatibility of the new driver. The 32-bit, protected mode drivers offer vastly improved performance and reliability over older versions. For PCMCIA cards, the 32-bit drivers are extremely easy to manage.

Options:

- Always use the newest drivers available; implemented by default.
- Manually choose to keep using an older driver, including ODI drivers, if new drivers are not available.

For information, see Chapter 12, "Network Technical Discussion."

Key Features of the Ideal Network Client (continued)

Preferred feature

Decisions and issues

Use the new Windows 95 user interface

To provide ease of use and maximum functionality in accessing Windows 95 features

Depends on timing or preference rather than functionality because the new user interface is significantly more functional and efficient. But, if a rapid migration is required, and training is not immediately available, the Windows 3.1 user interface can be used temporarily .

Options:

- Use the new user interface; this is preferred and installed by default.
- Install the Windows 3.x File Manager and Program Manager.

For information, see Chapter 22, "Program Support."

Microsoft recommends that you include the following features in your preferred configuration. These features define how Windows 95 will be installed and administered in your organization.

Recommended Windows 95 Features for Client Configurations

Windows 95 feature	Decisions and issues
Use system policies <i>To enable centralized administration capabilities of Windows 95 or add control of the user's desktop</i>	Choose this feature to enable centralized administration or add control. Options: <ul style="list-style-type: none"> • Use System Policy Editor to define policies at any time. • For computers running a shared copy of Windows 95 from a server, configure the shared installation directory with a limited set of components for Windows 95. This is not an optimal choice. For information, see Chapter 15, "User Profiles and System Policies."

Recommended Windows 95 Features for Client Configurations (continued)

Windows 95 feature	Decisions and issues
Use user profiles <i>To allow multiple users to use a single computer with their own settings or, conversely, to allow personalized settings per user on multiple computers</i>	Choose this feature to maintain consistent desktop and environment settings on a user-specific basis. Enabling user profiles causes a slight delay during logon. Options: <ul style="list-style-type: none"> • Users can control changes to their user profiles and update them as they want. • Administrators can predefine a mandatory profile for specific users, that can only be changed by the administrator. For information, see Chapter 15, "User Profiles and System Policies."
Enable remote administration <i>To allow an administrator to remotely manage the file system, network sharing, or Registry of the individual computers</i>	Install this service to allow remote administration. To use it, you must use a 32-bit network client and also enable user-level access. For information, see Chapter 16, "Remote Administration."
Use setup scripts (batch files) for installation <i>To allow automated installation on client computers</i>	Choose this feature if you must install Windows 95 on more than five computers. Server-based Setup offers an easy to use, graphical tool for creating setup scripts. You can also manually create a script with additional options by creating a

text file with the appropriate entries.

For information, see Chapter 5, “Custom, Automated, and Push Installations,” and Appendix D, “MSBATCH.INF Parameters.”

<p>Set up for push installation</p> <p><i>To allow the administrator to push the installation from the server without touching the client computer</i></p>	<p>Choose to use a push installation, based on the location and number of computers you must upgrade.</p> <p>Options:</p> <ul style="list-style-type: none"> • Edit the login script to run a setup script. • Use a tool such as the Microsoft Systems Management Server to facilitate the setup. <p>For information, see Chapter 5, “Custom, Automated, and Push Installations,” and Appendix K, “Microsoft Systems Management Server.”</p>
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Recommended Windows 95 Features for Client Configurations *(continued)*

Windows 95 feature	Decisions and issues
<p>Use peer resource sharing services</p> <p><i>To allow a client computer to share files and resources such as printers and CD-ROM drives with other computers</i></p>	<p>Choose this feature based on your site’s security needs. If users are allowed to share local resources on their computers, then peer resource sharing can save network traffic and hard disk space on the server. For central control or to prevent users from turning on this feature, use system policies.</p> <p>This feature can only be installed on computers that use a 32-bit, protected-mode network client.</p> <p>For information, see Chapter 11, “Logon, Browsing, and Resource Sharing.”</p>
<p>Use user-level security</p> <p><i>To implement control, by means of the logon process, for a variety of services beyond network resource access, including File and Printer Sharing, Remote Registry, backup agents, and other network and system management functions</i></p>	<p>Choose this feature to enable users to specify the users and groups who have access to local shared resources (including the Registry). Validation by a Windows NT Server or a NetWare server can also be required before access to any resources is possible under Windows 95.</p> <p>Options:</p> <ul style="list-style-type: none"> • Users can specify individuals and groups, and their access rights to shared resources. • Users must log on to a server at startup; user information is pulled from a Windows NT domain or a Novell NetWare bindery. • User-level security is required for remote administration of the Registry and for network access to full user profiles. • User-level security requires that File and Printer Sharing for Microsoft Networks or NetWare Networks be loaded. • Share-level security can be used to share files and

printers if no Windows NT or NetWare server is available.

For information, see Chapter 14, "Security."

The following table lists other features that may be useful to include in your preferred configuration.

Other Optional Windows 95 Features

Windows 95 feature	Decisions and issues
Use Microsoft Exchange Mail <i>To have a unified inbox for messages, faxes, and so on</i>	Depends on whether you have an existing mail system and whether you want the added integration of messaging services offered by Microsoft Exchange. Options: <ul style="list-style-type: none"> • Install all or part of Microsoft Exchange during the installation. • Run your existing mail client as usual. For information, see Chapter 26, "Electronic Mail and Microsoft Exchange."
Use Windows 95 mobile computing features <i>To enable Windows 95 features that support mobile computing or switching between portable and docking station configurations</i>	Depends on the particular hardware and the working needs of mobile computing users. Some of these features are not installed by default but can be specified during Setup or installed later: <ul style="list-style-type: none"> • Dial-Up Networking client software for dial-up connection to popular servers • Windows 95 Briefcase for synchronizing files between computers, and Direct Cable Connection for directly linking two computers, plus other built-in communications applications • Remote mail and deferred printing, for working away from the main office • Automatic configuration for PCMCIA cards, and for all components with Plug and Play-compliant hardware • User profiles to ensure a custom desktop for each user, no matter where users log on to the network For information, see Chapter 19, "Devices," and Chapter 28, "Dial-Up Networking and Mobile Computing ."

Other Optional Windows 95 Features (continued)

Windows 95 feature	Decisions and issues
Use other Windows 95 value-added features	Depends on your existing services and needs. In general, if client computers have the hard disk space

To enable other Windows 95 ease-of-use innovations and capabilities such as The Microsoft Network and Microsoft Fax

and use a utility or an application with the same capabilities from another vendor, you should install the new features and test their value.

These features are not installed by default but can be specified during Setup or installed later:

- Microsoft Fax for fax receipt and transmission
- The Microsoft Network for online services

For information, see Chapter 26, “Electronic Mail and Microsoft Exchange,” Chapter 27, “Microsoft Fax,” and Chapter 29, “The Microsoft Network.”

The following will be provided in the final version.

Specify the Preferred Network Client Configuration

Task	Team	Start week	Duration
Decide on configuration layout.			
Evaluate key features			
Evaluate recommended features			
Evaluate optional features			

Conduct the Lab Test

Using the network client configuration that you have developed on paper, along with the people and tools assembled earlier for the Planning team, proceed with installing the configuration in the lab for testing and evaluation. Because only the client-computer configuration is being installed (server installation is described in the following section), this test only determines whether the preferred configuration performs as expected, and whether it is compatible with your current applications and processes.

Depending on how the test installation proceeds, it may be necessary to modify the configuration, by either adding or removing selected features. If more than one configuration is being considered, side-by-side evaluations of different configurations can be performed to help determine which one works best.

The tasks in the following checklist apply for each computer used to install a client configuration. For step-by-step instructions on installing and selecting features, see Chapter 3, “Introduction to Windows 95 Setup.”

Conduct the Lab Test

Task	Team	Start week	Duration
1: Before running Windows 95 Setup, make sure that the computer meets your company's standards and the Windows 95 minimum standards for operation — at least a 4-MB 386DX or better. If not, perform the hardware upgrades now.	Installation	Week 4	0.1 day
2: Defragment the hard disk and scan it for viruses.	Installation	Week 4	0.1 day
3: Back up and verify key data and configuration files, such as INI, AUTOEXEC.BAT, and CONFIG.SYS files. Also back up the Windows and DOS directories, and all files in the root directory. Make a system startup disk with COMMAND.COM, SYS.COM, and FDISK.EXE on it.	Installation	Week 4	0.1 day
4: Ensure that the current network client software is functioning properly and, referring to the checklist of inventoried applications, ensure that all important applications operate correctly.	Installation	Week 4	1 day
5: Install Windows 95 on the test computer in the lab, using your preferred client configuration.	Planning, Installation	Week 4	1 day
6: Test the installation: <ul style="list-style-type: none"> • Can you connect to and browse the network? • Can you print both locally and across the network? • Can you perform the core operations of each application locally and on the network (including opening, closing, and printing)? • Can you shut down successfully? 	Planning, Installation	Week 4	2 days
7: Optionally, if you have several test computers, compare your old client configuration under Windows 3.x and your new preferred configuration. How do the two compare in terms of the following: <ul style="list-style-type: none"> • Functionality for administering the computer and using it for common tasks? • Performance for local disk and network actions? • Ease of use for performing common tasks? • Stability of the two computers under stress? • Compatibility with applications and hardware? 	Installation, Planning	Week 5	2 days
8: If the specified client configuration did not work as expected, modify and document the differences until a working preferred client configuration is installed.	Planning, Installation	Week 5	As required
9: Perform a complete restoration of operating system files and system capabilities for your old client configuration on the	Installation	Week 5	1 day

computer running Windows 95.			
10: Evaluate the restoration process for problems. Document the process and the modifications made.	Installation, Planning	Week 5	0.5 day
11: Install the preferred configuration on a wider variety of hardware, with your team assisting in performing the installations.	Installation, Planning	Week 5	3 days

Plan the Pilot Rollout

The previous phase helped to determine the best client configuration for Windows 95. In this phase, appointed teams will determine the best methods for automatically installing the specified configuration for a pilot or trial rollout. Planning for this pilot program involves creating the automated installation process, determining the logistics of testing, and preparing a training plan for users.

Automating the installation is a key step in reducing the cost of migration. By creating a setup script with predetermined answers for installation questions, the installation process can run from start to finish without user intervention. It is also possible to “push” the installation from the server, so that you can install Windows 95 on an individual personal computer without ever touching the computer. This automation work is done in the lab, prior to conducting the pilot rollout.

Plan the Pilot Rollout

Task	Team	Start week	Duration
<p>1: Use Server-based Setup to install Windows 95 source files on a server. Make setup choices based on your client configuration, including whether you will run a shared copy of Windows 95 from the server, or run Windows 95 locally on the client computer. Perform the following steps:</p> <ul style="list-style-type: none"> • Set up the distribution server • Set up the client from the network <p>See Chapter 2, Corporate Implementation Strategy, for step-by-step instructions. Document any changes to this process.</p>	Planning, Installation	Week 6	1 day
<p>2: Create and test an automated installation by creating a setup script to predefine settings for Setup. Document the key parts of the setup script that vary by installation.</p>	Planning, Installation	Week 6	2 days
<p>3: Determine and test how you will push the installation from the server without having to touch the client computers. (See Chapter 5, “Custom, Automated, and Push Installations”) Options:</p>	Planning, Installation	Week 6	3 days

- Modify login scripts on the server.
- Use management software such as Microsoft Systems Management Server.
- Send a setup script (batch file) that runs Windows 95 Setup as an embedded link in an electronic mail message.

Document the process for the rest of the Installation team.

Plan the Pilot Rollout *(continued)*

Task	Team	Start week	Duration
4: Evaluate the Windows 95 installation process for opportunities to upgrade or improve your organization's existing technology infrastructure. For example, a system management software tool can help you administer computers on the network more easily, and it can help with the push installation process.	Planning, Executive	Week 7	2 days
5: Document the logistics of the pilot installation, such as the total time for installation, the new software or tools to be purchased, the group selected as the pilot users, and the scheduling of specific installations. This can take the form of a checklist.	Installation, Planning	Week 7	3 days
6: Prepare a memo for your users to clearly explain how the installation process will affect their daily work schedule and describe the differences they will see after the installation is completed.	Planning	Week 7	1 day
7: Establish a support plan for the pilot user group. This includes the names and phone numbers of persons to contact for assistance, a short list of the top questions and answers, and troubleshooting tips.	Planning, Support	Week 7	5 days
8: Prepare a user training course (or hire a training vendor to prepare one). Use the Windows 95 online tutorial and <i>Introducing Microsoft Windows 95</i> to "jump-start" your training efforts.	Planning, Support, Training	Week 6	5 days
9: Set up the lab or classroom with computers for training.	Training	Week 7	2 days
10: Edit the Windows 95 Help file (if appropriate) to include any company-specific information. Repeat this after the pilot rollout is completed.	Planning, Support	Week 8	4 days

Conduct the Pilot Rollout

The goal of the pilot program is to test your automated installation in everyday use among a limited group of users (for example, between 15 and 50). This process helps to identify problems that may impede or delay the deployment process, and

to determine what resources you'll require for the final, company-wide rollout. The pilot rollout also sets the tone for the rest of the deployment process; a successful pilot rollout helps other installations to run smoothly by stimulating the cooperation and enthusiasm of your users.

Conduct the Pilot Rollout

Task	Team	Start week	Duration
1: Select a pilot user group that is willing and able (particularly in terms of their workload) to handle the installation process.	Planning	Week 8	2 days
2: Train the users.	Training	Week 8	5 days
3: Back up the Windows and DOS directories and the files on the root directory of the test computers.	Installation	Week 9	5 days
4: Perform the installation in the same manner that you expect to install Windows 95 throughout the company.	Installation	Week 9	10 days
5: Have your technicians on-site for the initial installations to document the process and problems, and to support the users. Have other technicians monitor time and all measurable factors in the installation process.	Support	Week 9	15 days
6: Ensure that all computers are "up and running" as expected. Make note of possible improvements to the installation, training, or support, where appropriate.	Planning, Installation, Support	Week 11	3 days
7: Survey members of the pilot user group about their satisfaction with the installation process and take feedback on what could have been done better.	Planning	Week 12	3 days
8: Continue to monitor the pilot installation for a week to ensure that everything continues to run smoothly.	Support, Planning	Week 11	5 days
9: Prepare a checklist of issues to resolve for the final rollout. Include in this checklist the areas identified in step 6 as needing improvement and the results from the user survey. During preparation for final rollout, check off items on this list as they are resolved.	Support, Planning	Week 11	5 days
10: If the pilot program did not run smoothly or user feedback was poor, conduct additional pilot installations until the process works well.	Planning, Installation	Week 12	See "Plan the Pilot Rollout"

Finalize the Rollout Plan

The results of the pilot installation provide the basis for developing a final plan for rollout. Using the actual time and resource requirements from the smaller-scale pilot rollout, teams make projections for time and resources, corresponding to the company-wide scope of the final rollout. If additional resources are required, these should be identified and acquired at this time. In addition,

company policies and standards regarding computer and network use should be updated in accordance with the Windows 95 implementation.

Finalize the Rollout Plan

Task	Team	Start week	Duration
1: Determine your rollout goals — specifically the number of computers on which you will install Windows 95 and the time expected for completion.	Planning, Executive	Week 12	5 days
2: Budget the resources, in terms of personnel and tools, required to meet your goals.	Planning	Week 12	3 days
3: If necessary, present the budget and obtain approval for the resources and the rollout process.	Executive, Planning	Week 13	2 days
4: Hire and train the extended Installation team and purchase the additional software or tools needed.	Training, Installation	Week 13	10 days
5: Update the company's hardware and software standards lists.	Planning	Week 13	2 days
6: Update the company's policies and practices manuals or guidelines for use of computers and the network.	Planning	Week 13	2 days
7: Notify your users that company standards and policies for computer use will be enforced prior to the installation and that they must bring their computers into compliance.	Planning	Week 13	1 day
8: If appropriate, edit the Windows 95 Help file to add company-specific Help for line-of-business applications, and to remove unwanted information about the capabilities you plan to disable in Windows 95.	Planning, Support	Week 14	3 days
9: For each computer, create a template as a database for documenting and tracking any system problems or deficiencies that require further attention.	Installation	Week 13	2 days
10: Post the updated template to a central network location.	Installation	Week 13	2 days

Roll Out Windows 95!

After the extensive research, planning, testing, and analysis performed in the previous phases, the final step in the deployment process is rolling out the Windows 95 installation to the entire company.

Roll Out Windows 95

Task	Team	Start week	Duration
1: Set up the distribution servers by using the Server-based Setup and configuring the system policy files.	Installation	Week 15	1 day
2: Customize the server installation by adding or removing	Installation	Week 15	2 days

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	the appropriate files, including the MSBATCH.INF file.			
3:	Notify the users of the upcoming installation.	Planning	Week 15	1 day
4:	Train the users on Windows 95.	Training	Week 16	As required
5:	If needed, upgrade the hardware on the client computers and remove any software not complying with company policy.	Installation	Week 16	As required
6:	If needed, back up critical data and configuration files on the client computers.	Installation	Week 16	As required
7:	If needed, defragment the client hard disks.	Installation	Week 16	As required
8:	Optionally, you can temporarily reset the user password and ID for each computer, to allow your technicians easy access to the client computer and ensure that the login scripts and environment operate correctly.	Planning	Week 17	As required
9:	Ensure that the client computers are fully operational and the real-mode network, if present, is running.	Installation	Week 17	As required
10:	Prepare the client computers for the push installation process: edit the login scripts; run the management software; or send the setup script, by electronic mail, to the user.	Installation	Week 18	As required
11:	Initiate the installation by having the user log on, double-click the setup script file, and so on.	Installation	Week 18	As required

For details of each task in the deployment checklists, see Chapter 2, “Corporate Implementation Strategy.” For step-by-step instructions on how to set up, maintain, and use Windows 95 in a corporate environment, see the appropriate chapters of the *Resource Kit*.