Scope of Work

2. Database configuration including configuration of background processes
3. Database performance optimization & fine tuning
4. Configuring the Database in Archive log mode
5. Configuring RMAN Backup
6. Configuring Hot Backup
7. Maintaining Database in archive log mode
8. Devising Database backup strategy
9. Monitoring & checking the Database backup & recovery process
10. Database troubleshooting
11. Database recovery incase of crash
12. Setting up standby and test Database if required
13. Database security
14. Enabling auditing features wherever required
15. Table space management
16. Database Analysis report
17. Configuring & usage of front end tool & connectivity to oracle
18. Troubleshooting of front end tool if required
19. Database health monitoring
20. Log monitoring in scheduled manner
21. Quarterly backup & recovery test
22. Quarterly offline backup process
23. Quarterly Database log purging activity

The above mentioned are the general areas where the Database Administrator needs to look into. Contained by the above mentioned activities, the DBA is expected to perform & record the following tasks as mentioned below.

Daily Activity

1. Verify all instances are up & working
2. Look into new alert log entries and checking for any errors
3. Verify the success of the Database backup
4. Verify the success of the Database archiving to tape
5. Check table space usage
6. Checking if there is enough disk space for the data files to grow
7. Monitoring temporary segments usage
8. Checking for DB links that are inaccessible
9. Finding invalid objects and fixing them
10. Checking session locks
11. Monitoring overall Database health & performance
12. Identifying tables with chained rows & rectifying them
13. Monitoring users and transactions
14. Escalating issues and providing feedback and suggestions
15. Work on assigned

**Weekly Activities**

1. Listen users with objects in system table space
2. Listen users except Sys & System as a default table space
3. Listen disabled constraints, procedures, functions, packages & triggers
4. Listen foreign keys with non matching column definitions
5. Identify de-fragmentation in table space
6. Look for security policy violations
7. Look in SQL *Net logs for errors
8. Archive all alert logs, Trace files to history

**Monthly Activities**

1. Checking redo log optimal size based on transactional activities
2. Analyze tables and indexes for better performance
3. Identifying non-system tables with no primary key
4. Identifying non-system tables with excessive indexes causing performance issue
5. Listing unusable indexes and index usage
6. Preparing comprehensive monthly review and reports
7. Review tuning opportunities based on stats pack report

**Quarterly Activities**

1. Measuring Database growth summary
2. Backup verification on test database

**Adhoc Activities**

1. Creating project specific (objects, tables, indexes etc) in test and production schema
2. Applying user-creation and any other security policies as defined
3. Identifying and optimizing the queries causing bottlenecks
4. Scheduling jobs & monitoring
5. Participation in any database design discussion and providing feedback and reviews
6. Aligning the backup and recovery process according to the client requirements.