**Checklist: Planning**

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**Managing Data Access on Windows Fileservers**

# **PLAN THE DESIGN OF FOlDER STRUCTURES**

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|  | Plan the folder structure for the secure storage of users’ data files. |
|  | Plan the shares. |
|  | Plan the Active Directory security groups. |
|  | Plan the permissions appropriately. |

# **PLAN FOR AUTHORISATION COnCEPT**

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|  | Ensure you plan for a solid authorisation concept before the creation of new data structures. |
|  | Ensure the authorisation concept is implemented on all levels, especially for use cases and business processes. |

# **PLAN FOR SMOOTH DAILY OPERATIONS**

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|  | Define policies for file and folder structures. |
|  | Define policies for every data owner; that is, specify who is responsible for which folder. |
|  | Define policies for shares. |
|  | Define policies for security groups in the Active Directory. |
|  | Define policies for naming conventions for shares, folders, and groups. |
|  | Define policies for folder nesting depth limits. |
|  | Define policies for permission assignments of users to gain access. |
|  | Define policies for permission assignments for backup service accounts, operators, and administrators. |

# **PLAN TO FOLLOW BEST PRACTICES**

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|  | Ensure your policies and rules are comprehensively defined. |
|  | Ensure the exceptions to the rules are well documented. |
|  | Ensure permissions are only assigned to folders and never to shares. |
|  | Ensure full control permissions are never assigned to shares or folders. |
|  | Ensure full control permissions are only assigned to folders within the internal system account. |
|  | Ensure you remove “creator” and “owner” permissions. |
|  | Ensure your sensitive data lives towards the top of your folder structure. |
|  | Ensure you keep your folder structure as flat as possible. |
|  | Ensure the data owners are employees of appropriate departments, and not the IT department. |
|  | Ensure you follow clear, consistent naming conventions. |
|  | Ensure you create separate folders for external collaboration. |
|  | Ensure you frequently clean out unnecessary and unaudited permissions. |