**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.  |