SOP: File Share and Active Directory Management

Purpose:
This Standard Operating Procedure (SOP) outlines the procedures for configuring and managing file shares using Active Directory on a Windows Server, ensuring seamless access for users across domain-attached systems.

Scope:
This procedure applies to IT technicians responsible for configuring and maintaining file sharing and Active Directory on Windows Server.

Responsibilities:
- Implementation: IT Technicians
- Following: All IT technicians involved in file share and Active Directory configuration
- Reviewing: IT Management
- Maintaining and Updating: IT Technicians

Prerequisites:
- Windows Server configured with Active Directory.

Definitions:
- Policy: Broad, overarching guidance explaining "why" certain practices are implemented.

Procedure:

File Share Configuration:
    Identify and document data to be shared, considering user access requirements.

Active Directory Integration:
    Utilize Active Directory to create user accounts and groups.
    Configure security groups in Active Directory for file access permissions.

Shared Folder Setup:
    Create shared folders on the Windows Server for collaborative file storage.
    Assign appropriate permissions to Active Directory security groups for each shared folder.

Access from Any Domain-Attached System:
    Configure security groups in Active Directory for each shared folder to enable access from any domain-attached system.

Monitoring and Access Auditing:
    Regularly monitor file share usage and access logs.
    Conduct periodic access audits to ensure adherence to security policies.

Testing File Share Functionality:

       Test file share functionality from various domain-attached systems.

       Verify seamless access for users across different domains.

Security Measures:

       Enforce strong password policies for Active Directory accounts.

       Regularly review and update access permissions based on user roles.

Expected Results:

Successful configuration of file shares and Active Directory, ensuring users can access their files from any domain-attached system. Implementation of security measures guarantees data integrity and confidentiality.

Revision History:

- Version 1.0 (12-18-2023): Initial document creation by Dominique Bruso.

References:

- Microsoft User Guide for Windows Server and Active Directory.
- Code Fellows Github:
  https://github.com/codefellows/seattle-ops-301d14/blob/main/class-15/SOP-example-template.md