



Safe Naming Convention Creation Procedure

PIM Implementation Best Practices

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CYBER-ARK RESTRICTED

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Abstract	This document describes recommended guidelines for the Safe Naming Convention creation

Revision History

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201308-01	D. Sokolovskiy	First Draft
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Definitions

This document describes the *standard practice* for preparation steps to be taken prior to the deployment of the Enterprise Password Vault solution. Deviations from the baseline must be justified and documented for each customer.

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119.

Description

Following is a recommended procedure for creation of a Safe Naming Convention. The Safe Naming Convention should be created during the initial installation or immediately following, but prior to creating any safes for the Production Implementation.

Naming and Capacity Restrictions and Considerations

- A safe name cannot be more than 28 characters
- Due to performance considerations, a maximum number of objects stored in a safe is 20000. This includes versions of objects, therefore the recommended number of actual accounts or files stored in a safe is 3000-5000
- Due to security considerations, it is recommended to separate objects stored in safes in groups, following the “least privilege” concept, to avoid situations where providing access for a user to a group of accounts also gives said user access to unrelated accounts. For example: “Windows Accounts” vs “Window Local Administrators for HR App” (28 character limit was not enforced in this example)

Naming Convention Creation Steps

- Define business designations that are important for your environment. For example: Line of Business, Geographical Location, Data Center, Platform, Account Type, Application Association, Environment, etc
- List them in order of importance
- Discuss and agree on the resulting layered structure. This will be your Safe Naming Convention Base. Eliminate any layers that are redundant or not needed.
- List out as many examples of each designation as possible and define 2-4 letter translations for each. For example ORA for Oracle Database or LADM for Local Administrative Account. Alternatively, define a 1-2 digit number and its place in the Safe name instead of a 2-4 letter translation. For example 06 in the 8th and 9th spot for Oracle Database or 1 in the 1st spot for Production
- Create 7-10 examples of safe names to ensure the structure is sufficiently robust to account for any future need
- Document the Safe Naming Convention
- Examples
 1. P-BOS-SRV-WIN-LADM – Local Administrative Accounts (LADM) for Production (P) Windows (WIN) Servers (SRV) in Boston DC (BOS)
 2. P-BOS-SRV-WIN-DSVC-HR – Domain Service Accounts (DSVC) for the HR Application (HR) living on Production (P) Windows (WIN) Servers (SRV) in the Boston DC (BOS)
 3. D-NYC-DB-ORA-LSVC-HR – Local Service Accounts (LSVC) for the HR Application (HR) living on Development (D) Oracle (ORA) Database (DB) in the NY Data Center (NYC)