

**Introduction**

The increase in Government of Canada (GC) cross-departmental collaboration has significantly increased the number of file uploads to GCconnex. Appropriate information management techniques at the user level are needed in order to mitigate potential risks and costs.

**Background**

**GCconnex - the unofficial central repository for file sharing**

GCconnex has been used as an unofficial central repository for file sharing across government departments. This is not sustainable — currently, 39% of total file storage space on GCconnex is being used and that is with only 700 active daily users! As the number of active users grows so will the volume of files on GCconnex.

**No mechanism for file management**

Currently there is no mechanism within GCconnex for group administrators to know how much space they are actually using. Files are continually added, but with no data management mechanism, managing file storage is impossible.

**GCDOCS**

GCDOCS is the only official information repository for information resources of business value and is the future tool for file sharing in the GC. However, with enterprise-wide implementation still a long way away, file sharing through GCconnex is the default choice for users.

**Number of GCconnex users to rise significantly**

Further promotion of GCconnex as a collaboration platform for the GC will significantly increase the number of active users. In order for cross-departmental initiatives such as Blueprint 2020 to be successful, collaboration platforms are necessary.

**Why we should win (aka Project proposal)**

**1. File storage dashboard**

The File Storage Dashboard can be leveraged at the group operator level and by GCconnex administrators. It will provide group operators with a means to view and manage file storage within their groups. When a group file storage level gets too high, a warning will pop up and provide quick suggestions for managing the files. Incorporating easy-to-action information management (IM) techniques will keep storage levels low and help in the further development of good IM on GCconnex and the future GC central repository.

The File Storage Dashboard will put the onus on group operators for good IM (currently a responsibility of the GC 2.0 Tools Team) as well as allow group operators to easily find statistics about the files in their group (currently a responsibility of the GC 2.0 Tools Team). The GC 2.0 Tools Team will have a larger version of the File Storage Dashboard that will allow them to better manage GCconnex as a whole.

**2. File storage limits**

To assist with good IM practices, a file storage limit should be applied to each GCconnex group. As no GC IM policy currently exists to impose this limit, the limit cannot be officially enforced. To encourage good IM practices, as a group file storage size reaches this limit, a warning message will pop up and provide quick suggestions for managing the files based on IM techniques.

**Conclusion**

As a result of Blueprint 2020, the use of GCconnex as a cross-departmental collaboration tool has skyrocketed. As the culture of collaboration continues to grow in the GC, more initiatives will require tools to interface collaboration and file sharing.

Our proposed solution, the File Storage Dashboard (and subsequently the file storage limit), gives group operators the tools and encouragement necessary to use good IM techniques on GCconnex.

If all GCconnex users participate in proper IM and keep their file storage levels low, GCconnex can continue being the interface for connecting Public Servants across boundaries and enable them to effectively collaborate.