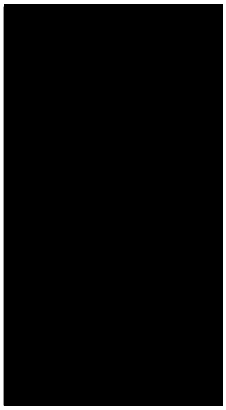
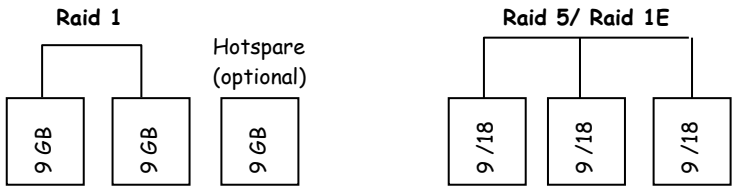
Description	Standard
Server Naming	**The Servername contains the following information:** Country — 2 digits Department, Channel No — 2-3 digits (optional – depends if it is a store, so,.. etc) - — a minus to be able to differ it easier Operating System (OS) — 2-3 digits (optional – depends on the OS (for ex. Linux, VMS, etc.) Function — 1 Consecutive Number — 2 **Function** 001-099 Fileserver/Printserver (FS/PS) + ALL 100-199 Terminal Server (TS) 200-299 Database Servers (DB) 300-399 WEB Servers (WEB) 400-499 Application Servers (APPL) 500-599 Cluster 600-699 Infrastructure (DNS, WINS,….) 700-799 Free 800-899 Unsupported Servers (Human Ressource, external companies,…) 900-949 Development Server (DEV) 950-999 Test Server **OS-Shortcuts:** NT/WTS NT Linux LNX Aix AIX VMS VMS OS400 OS4 OS390 390 **Examples:** 
Workstation Naming	Although the Clients are not part of this project, we reviewed the Workstation Naming as well, due to the Server Naming changes. **The Workstationname contains the following informations:** Country — 2 digits Department, Channel No — 2-3 digits (depending on the Servername) a - — minus to be able to differ it easier Function — 2 digits Consecutive Number — 3 digits **Examples:**
Domain Naming	We skipped this point for the moment, because if we switch to W2K then there will be another Domain Concept anyhow.

Printer Naming	**The Printername contains the following informations:** Country 2 digits Department, Channel No 2-3 digits Location 5 digits Number 2 digits Type 1 digit **Printertypes:** L Laserprinter C Colorprinter M Matrixprinter **Examples:** [redacted]
User Account Naming	
User Account Properties	We agreed on Minimum recommendations in the Account Domains which means: [redacted]
User directories	[redacted]
Share User directory	MemoID$
Permission on all shares	[redacted]
Permissions on System-, Data-,and Server-application Drive Directories (NTFS-Permissions)	**C:\ System Drive** Ressource Domain\Administrators [redacted] Especially the c-drive needs to be reviewed so that we have proper rights on the every directory. [redacted] **D:\ Serverap** ➔ Serverap: [redacted] ➔ I386: [redacted] ➔ Install: [redacted] **E:\ Data** ➔ Data [redacted] Users: User's Homedirectory: [redacted] ➔ Projects: [redacted] ➔ Exchange: [redacted] ➔ Iccprogram: Custom ICC rights ➔ Iccsetup: Custom ICC rights The following new groups will be implemented to reduce the use of the Administrator Password: **The new Accountnames contain the following informations:** Servername - Function There will be 2 **new groups** defined:

	[redacted] [redacted] ..... Userdatamanagement (for people who needs to create Users and their homedirectories) [redacted] ..... Helpdesk (for Serveradministration which is covered by the helpdesk) **Definition:** [redacted]
Local Drive Letters	[redacted]
Local/Network Drive sletters on Client side	[redacted]
Server Raid Configuration	 [redacted]
Scheduled Automatic Reboot	[redacted]
TimeService	[redacted]
CleanUp Exchange Drive	[redacted]
Management Software	Yes
Configuring FTP	[redacted]
Backup Exec	[redacted]
MS Print Server Service	[redacted]

Remotely Possible	Will be [redacted] in future
NT-Service Packs	SPK 6a
Disable Print Notifications	[redacted]