

Lean IT Systems

“6S Event on Network Shares”

About this presentation

- **Purpose:**

Explain how “Lean” organization principles (in this case, a “6S” event) apply to IT departments & systems.

- **Format of Presentation:**

Designed to explain principles in a way that can be directly used in any company to kick off a “6S” event.

THE PROBLEM.

- Clutter hiding important data
- Unclear ownership
- Obsolete data
- Hardware costs \$ (server & backup equipment)
- Unclear rules about retention
- Duplicated files

CURRENT STATE

(EXAMPLE*)

- Number of files: 97,822
- Number of folders: 6,758
- Top-level folders: 238
- Disk space used: 136 GB

*Example from a single server's network share.

6S TRANSLATED TO NETWORK SHARES

- Sort - Delete unused and inactive files
- Straighten - Organize structure
- Shine - Assign intuitive folder names
- Standardize - Define naming conventions
- Sustain - Identify owners & define usage policy
- Safety - Protect important documents

EVENT GOALS

- Define goals of the event in specific terms
- Make goals measurable
- Report on progress at the end of the event

<u>Goals:</u>	
Reduce space by:	X%
Reduce number of files by:	X%
Reduce top-level folders to:	#
Establish retention, structure and usage policy	
(other goals)	

RED TAG PROCESS

(MARKING FOR DELETION)

- Identify files / folders that should be deleted
- Communicate to users before deleting but move to “RedTag” folder to visually mark for deletion
- Create a similar form for logging “moved” documents.

Location	Type	Size	Owner	Action
EXAMPLE: S:\Marketing\Segments-Draft.doc	MS Word	4MB	J. Doe	Notified owner. Delete after 30 days

FILES TO BE AUTO-DELETED

- Define file types & content that should be automatically deleted (if any)
- Create a list before any clean-up begins

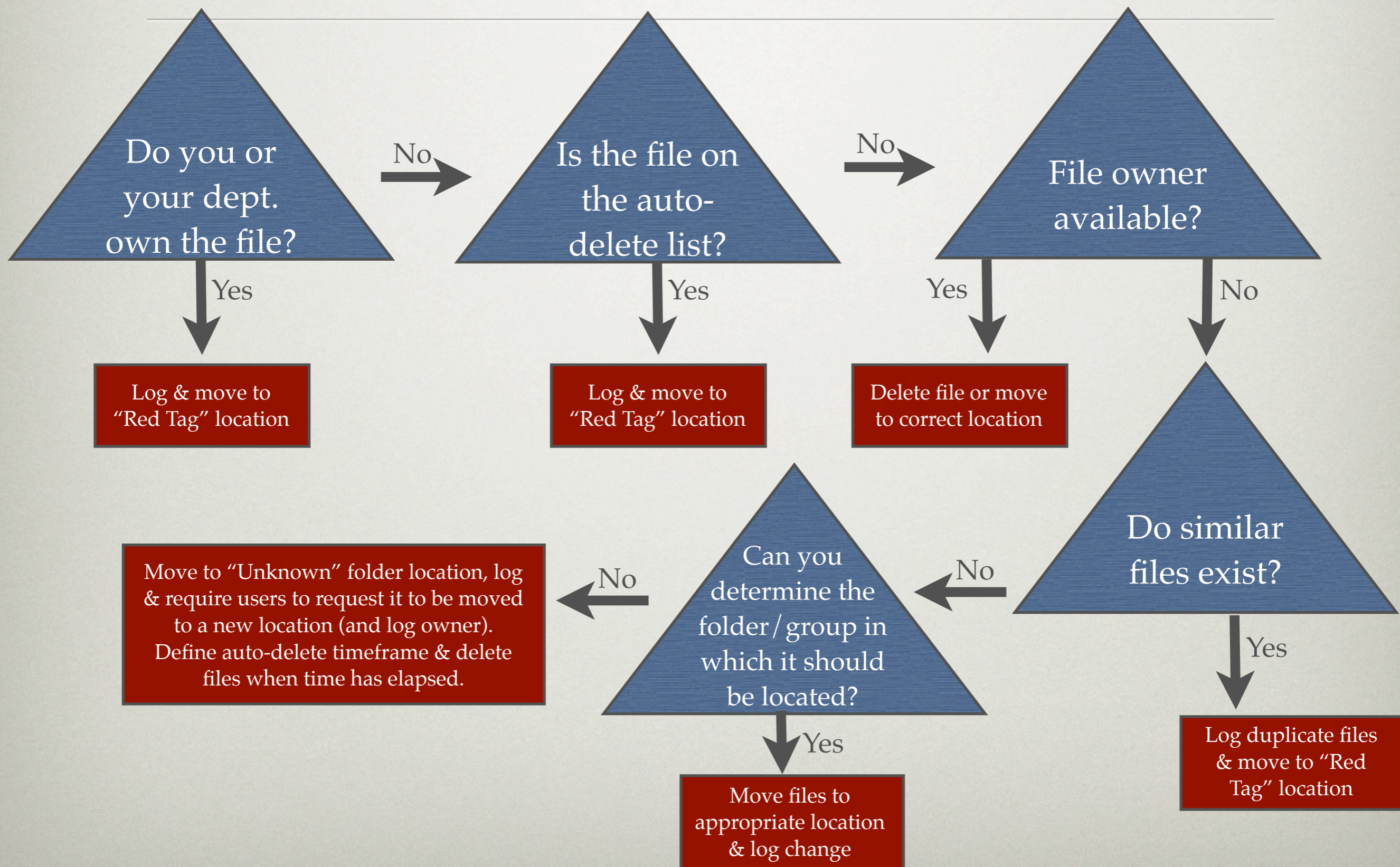
<u>File Types</u>	<u>Example/description</u>
Movie (non-company related)	.wmv, .mov, DVD images
Temporary files	.bak, .tmp, shortcuts
File size: 0KB	
Offensive / inappropriate	Search within pictures & .pps
Program files	.exe, .dll, .iso
<i>(list others here)</i>	

AUTO-DELETE (CONTINUED)

- Discuss auto-deletion of files that haven't been accessed / saved since a date (example: "delete all documents not saved since 2001")
- Work with IT Administrator to ensure "last saved / access dates" are understood.
- In many cases, files won't show an updated time stamp unless they are saved or unless the server has been configured to track these dates in detail.

RED TAGGING PROCESS

(EXAMPLE)



EVENT SCHEDULE

- **Day 1: Setup**
 - Back up everything!
 - Confirm back-up copy is reliable.
- **Day 2: Theory & Goals**
 - Discuss procedures, time elements and goals
- **Day 3 - X: Clean-up / Organization**
 - Log changes, move / delete files
 - Communicate ALL changes with users
- **Last Day(s): Policies & Communication**
 - Define policies to set future use / direction
 - Communicate to entire user community
 - Follow up on all action items, “unassigned” and “Red Tag” areas

COMMUNICATE!

- Network shares are storage areas accessed by many people - communicate with them often.
- Communicate before.
- Communicate during.
- Communicate after.
- Communicate after as many times as needed to enforce changes.

RESULTS

- Revisit your goals
- Update with actual progress
- Communicate results with team & user community
- Promote your accomplishments & look for opportunities in other IT systems