



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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To: FOMs, Redding, CDD, Ridgecrest, Alturas, Eagle Lake  
From: CIO, Information Resources Management  
Subject: Dfs Directory

We are designing a computer directory tree such that users in any office can navigate and access shared computer files as needed, regardless of which office or machine the files actually reside. This effort will simplify access to files, enhance collaborative work both within and between offices, will reduce the number of duplicate files e-mailed throughout the state, and will greatly benefit travelling users by maintaining a stable statewide directory tree (see attachment for details).

To ensure that field office needs are reflected in the design, it's important to have both State office and Field office participation. This project is led by a core team of six, of which five members are from field offices (Eric Wergeland, Lori White-Bagnaschi, David Cook, John Ellington, and Robin Moen). The work is underway and the design should be complete by early November. Over the course of these few months, we anticipate that this effort will take 4 to 5 days of each team member's time; including all meetings, research, testing, and write-ups. Although travel is not anticipated, the State Office will fund any necessary travel.

We appreciate the field office participation, and acknowledge the field office support of this statewide effort.

Signed by:  
Don Black  
Telecom Manager

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment:  
#1 - Dfs Team Charter

cc: FOMs, Bakersfield, Bishop, Folsom, Hollister, Surprise, Arcata, Ukiah, Palm Springs,  
El Centro, Barstow, Needles

# Dfs Team Charter

8/03/2001

## Mission Statement/Purpose:

To design and test a common California directory/share/folder tree that can be used by all offices such that users in any office can navigate and access shared computer files as needed.

## Objectives and Design Considerations:

1. Integration with the Bureau's W2K project
2. Navigation from any office to any shared data in the state through a common directory tree
3. Share and folder Access Control
4. Accommodate both user and system needs for shared files
5. Allow existing paths to continue, while simultaneously providing for a more coherent, structured, and common path
6. A flexible design allowing for both short term and long term share needs
7. A structured centralized design close to the tree's root, a decentralized flexible design in the more distant branches
8. Assigned accountability near the root

## Tasks:

9. Document existing drive mappings, their purpose, use, and access control
10. Document Field Office needs
11. Document System needs
12. Design and test a common California Directory tree
13. Develop a Implementation Plan, with proposed time frames, and needed resources
14. Develop a Dfs Best Practices document for the W2k project

## Responsibilities:

### Team Lead (Bob Milton Caso)

10-15 days  
Assemble final reports  
Schedule/lead/document meetings  
Assign tasks

### Tech Support (Eric Casey, Caso)

3-5 days  
Research, configure, troubleshoot, advise

### Core Team Members (Bob Milton, John Ellington, Dave Cook, Robin Moen, Lori White-Bagnaschi, Eric Wergeland)

4-5 days  
Existing share documentation  
Needs inventory, documentation  
Develop tree,

### System Administrators (Ca Sa group)

4-8 hours

Review, needs inventory

**Key Resource Staff (Deborah Marsh, Ed Wehking, Mark Conley, Mary Lou West)**

6-8 hours

Review, needs inventory

**Timelines:**

8/6 Complete Issue Paper, Team Charter, and W2K project Dfs subtask proposal

8/6-10 Dfs literature review, feature Discovery

8/13-31 Share and drive map inventory, key staff orientation, needs assessment

9/7 Distribute existing share inventory, and needs assessment

9/10-28 Brainstorm and test Dfs designs

10/12 Distribute findings and preliminary recommendations

10/15-26 Incorporate feedback, tune and test design

11/2 Issue Dfs recommendation, implementation strategy, and best practices document

**Operating Guidelines:**

15. Core team meetings will be scheduled as needed. Times will be coordinated with the core group. The Ca Sa group will be notified at least 2 days prior to the meeting.
16. Meetings will use a combination of conference calls and Microsoft Netmeeting. No face to face meetings are anticipated.
17. Meetings will be no longer than 1 hour.
18. Core team members are expected to participate in all meetings; The meetings are open to all
19. Decisions will be reached by consensus of the core team. Consensus is reached when an issue is understood by all, alternatives are fully discussed and analyzed, and all team members can live with, accept, and support the decision.
20. In the event consensus cannot be reached, alternative proposals will be included in the final report.