



Healthcare Storage Maintenance

Project Update- 10/01/2017

Overall Project Status = **Pending**

MAGIC Storage space at dangerous levels

Step	Owner	Required Participant	Optional Attendees	Due Date	Status	Risks	Notes
Run DBA's & compactions monthly	EVTF	EVTF				Wasted space	Performed by standard ASMM service
Spool File Maintenance	EVTF					Wasted space	Run Spool file report (large and dated spool files often waste a lot of space)
Review purge params (especially in B/AR)	EVTF						Everyone knows that Finance likes to keep "Forever" on-line and searchable
Bkgnd Job / Midnight Run completion	EVTF						Check all background jobs that contain nightly/monthly/ event purge values – ASMM
MAGIC OS Updates	EVTF & Client					If Meditech Maint. has lapsed	What OS are you running? (EBPWS 16K segments) - can you expand your segment size?
Archive segments							Do you have Archive segments assigned to the segments (near storage or off-line)?
Meditech's DR						Reduced options for proper maint. and reporting	Are you using Meditech's DR solution? (can tighten up purge params if you are)

Running EPS?							If site is running EPS? (huge duplicator of data all on its own)- should be on its own & with ample storage
NPR reports for "slash variables"						Failure to monitor has a cumulative impact on wasted space	Thorough review of ALL NPR reports for "slash variables" , when they run, hang, or crash they consume actual disk space that does not return to available space until the job completes or is cleared.
MIS Scheduled Reports							Linked to review step above; but necessary to focus on for wasted report runs & (/-variables)
OPS alerts?						– must be active monitoring – not set it & forget it.	Set up OPS segments and key numbers alerts? Alerts to notify you of rapidly growing segments
Additional request from (hospital name)	Scott White	EVTF				Additional needs must be meticulously outlined for optimal outcome	To be assessed during project scope discussion with client.
Perform maintenance & recovery steps	Scott White	EVTF					See original 12 steps outlined by EVTF + additional customer goals
Evaluate final state	EVTF & client	EVTF					
Run Meditech Audit trails	EVTF	Scott White	NA	11/25/17	Completed		Store results in project folder All EVTF activity captured during project & encrypted- sent to client

Team member contact information:

Organization	Name	Role	Number	eMail
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() Hospital / Clinic		Project Sponsor / Coordinator		