### The What and Why of Documenting Your Infrastructure How I ended up in WAY over my head, and what I did about it

Kevin Metcalf District IT Supervisor, Foothill De-Anza Community College District



Part 1: What happened?

## What did I get?

### Sentences on one nage

# What did I get?

5 Sentences on one page in the documentation system

### Assume it's a joke

Swear

Ask for a raise (or at least overtime)



Get crackin'

- 1. Assume it's a joke
- 2. Swear
- 3. Ask for a raise
- **4.** Cry
- 5. Get crackin'

- **1. Assume it's a joke**
- 2. Swear
- **3. Ask for a raise**
- **4.** Cry
- 5. Get crackin'

So what did do? 1. Denial 2. Anger **3. Bargaining** 4. Depression **5. Acceptance** 

- 1. Get a list of as many servers as possible
- 2. Get login credentials if they exist
- 3. Get at least one user contact for each system

1. Get a list of as many servers as possible 2. Get login credentials if they exist

- 3. Get at least one user contact for each system

1. Get a list of as many servers as possible 2. Get login credentials if they exist

- 3. Get at least one user contact for each system

- 1. Get a list of as many servers as possible
- 2. Get login credentials if they exist
- 3. Get at least one user contact for each system

### Part 2: The Plan So what should your organization do differently?

### Part 2: The Plan So what should your organization do differently? 1. Have an up-to-date list of servers.

- So what should your organization do differently?
- 1. Have an up-to-date list of servers.
- 2. Have a plan for managing credentials.

- So what should your organization do differently?
- 1. Have an up-to-date list of servers.
- 2. Have a plan for managing credentials.
- 3. Periodically check in with users to see if
  - they still need the service being provided
  - by each system.

### There are two kinds of people:

- else should, too."
- 2. Those who think, "I suffered through X and will do whatever I can to make sure others don't have to."

### 1. Those who think, "I suffered through X and so everyone

- **Step 1: Document the duties of the position**
- Initial list
- Check with others
- Don't sweat the details; iterate

- **Categories of Job Duties:**
- Infrastructure pieces (e.g., add a DNS record)
- Security pieces (e.g., remove user access)
- Licensing and consulting

**Step 1: Document the duties of the position Step 2: Document the device inventory** 

**Step 2: Document the device inventory** Step 3: Go all Ansible on that \$#!+

- **Step 1: Document the duties of the position**

- What to manage with Ansible...
- Non-standard system services
- Key (access) management
- Patch automation
- "Gatekeeper" tasks for developers

# Hoarding knowledge isn't job security; be respectful of whoever comes after you.

### It's hard to secure what you don't know you have.

### Don't trash-talk your coworkers.

### Figure out what is important to document.

### **Documentation is an equity issue.**



email: <u>metcalfkevin@fhda.edu</u> twitter: @profmetcalf



Also: "This is more of a comment than a question, but..."