

Working with Maintenance Operations and Renewals in InfoHub

Storing, managing and sharing information relevant to 3-year plan

Maintenance Portfolio – Team Lead

30 June 2023

v.1.0

What is InfoHub

This is the repository for storing, managing, and sharing the relevant information (internally and externally) in relation to State Highway Maintenance Portfolio 3-year plan, including Annual Plans and Achievement reporting.

[Find out more on OnRamp](#)

Sharing Information

Waka Kotahi information is organisation owned and should only be shared with the appropriate authorisation to do so. Further guidance is available to Waka Kotahi staff via OnRamp:

<https://onramp.nzta.govt.nz/core-internal-services/information-management/managing-our-information/sharing-information/>

Portfolio & Performance – Maintenance Portfolio house 'Collections' of documents in relation to Operations and Renewals. A *Collection* is like a virtual folder, and it is the collection that is used to store information that supports the NLTP 3-year plans.

For example: 21.24 Three Year Plan folder houses *Collections* for each Network maintenance contract, TOC, and Nationally led maintenance programme, including Renewals Achievement.

Access

Waka Kotahi users can access these *Collections* via InfoHub.

For external users Core Share (InfoHub) is the recommended and approved solution to share documentation with and receive documentation from external parties in a secure and managed way – for example sharing files that are too large to be emailed. It works in much the same way as Dropbox.

[Find out more about Core Share and how to use it | InfoHub](#)

Download a copy of this form, then complete details and submit:

[Core Share request form | InfoHub](#)

CoreShare has 3 levels of access for sharing documents externally and carries less risk than Microsoft 365.

Collaborator: The external can

- edit content.
- cannot delete files.

Viewer: The external can

- view but not edit content but can download content to their local machine.

Limited: Good when you need good security controls (for **classified information**). The external can

- view but not edit.
- cannot download content to their local machine.

Naming Conventions

The naming convention to store your material is:

<SAP Project number>-<Project Name>-<Form/Report>-<Sequence Number>-<Date>

If you were preparing and saving a Change Management Request form for example, this would look like:

- If the <SAP Project Number> e.g. is 60029226
- And the <Project Name> is e.g. Manawatu NOC
- And the <Form/Report> is CMR (Change Management Request)
- And it is the first CMR for the project **in a financial year** then the <sequence number> is 01
- And the <Date> is 20230630 (30th June 2023)

Then the file name is **60029226-Manawatu NOC-CMR-01-20230630.xlsx**