Appendix 8: Storing, managing, and sharing information relevant to 3-year plans in InfoHub

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

New Zealand Transport Agency (NZTA) information is organisation owned and should only be shared with the appropriate authorisation to do so. Further guidance is available to NZTA 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

NZTA 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**

Core Share has three 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**