



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

DOIT-02-04-2013

DIVISION OF INFORMATION TECHNOLOGY

Organizational Units Standard

Date of Last Revision 03/17/2013

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1. Purpose

- a. To define an effective, scalable, secure and manageable Active Directory™ Organizational Units (OU) design and to facilitate one standardized infrastructure for the State's Active Directory™. The Division of Information Technology (DoIT) shall govern the implementation and operation of Microsoft's Active Directory™ Domain Controller design on the State's enterprise network.

2. Definitions

- a. **Organizational Units** - Organizational units are Active Directory containers into which you can place users, groups, computers, and other organizational units. An organizational unit cannot contain objects from other domains.
 - (i.) An organizational unit is the smallest scope or unit to which you can assign Group Policy settings or delegate administrative authority. Using organizational units, you can create containers within a domain that represent the hierarchical, logical structures within your organization. You can then manage the configuration and use of accounts and resources based on your organizational model.
 - (ii.) Organizational Units can contain other organizational units. A hierarchy of containers can be extended as necessary to model your organization's hierarchy within a domain. Using organizational units will help you minimize the number of domains required for your network.
 - (iii.) You can use organizational units to create an administrative model that can be scaled to any size. A user can have administrative authority for all organizational units in a domain or for a single organizational unit. An administrator of an organizational unit does not need to have administrative authority for any other organizational units in the domain.

3. Scope

- a. This standard applies to any Agency's implementation of Active Directory™. This standard covers implementation of any Active Directory™ Organizational Unit structure established on the State's enterprise network within a production environment.

4. Standard

- a. Department, agencies, boards and commissions, and other entities participating in the State's Active Directory™ shall comply with all Active Directory™ Organizational Units (OU) prescribed standards, processes, and specifications defined by the Division of

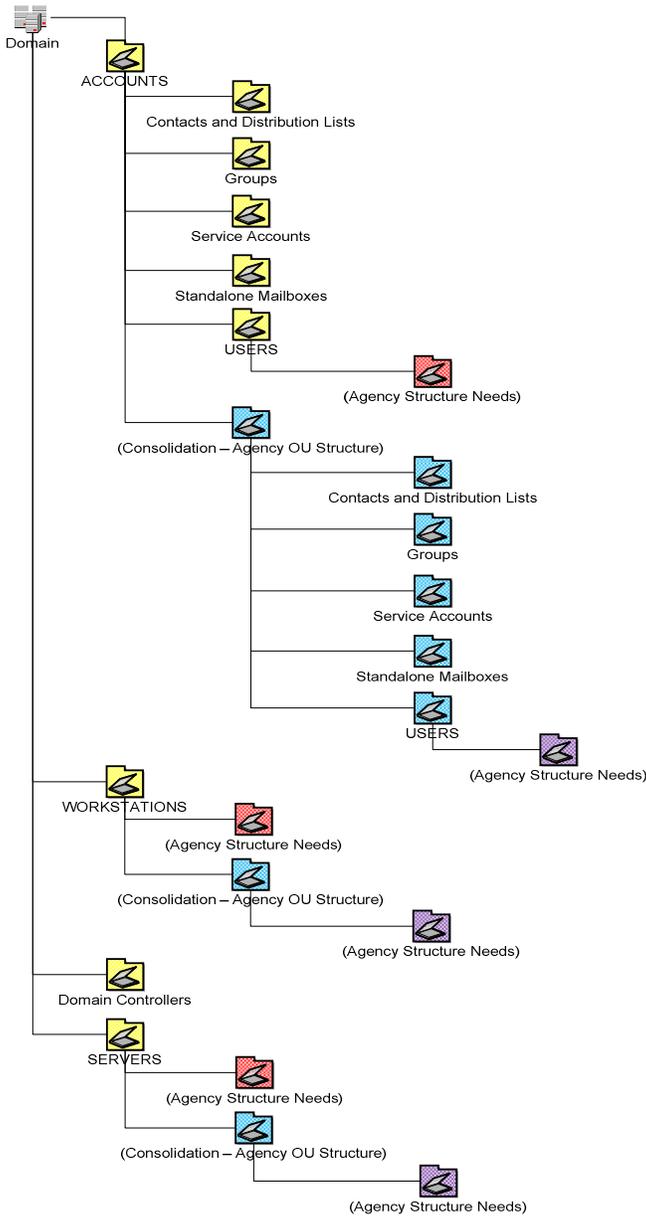
Information Technology. DoIT will publish specific procedures and processes that Agencies will follow to implement Active Directory™.

b. Control

- (i) All new Organizational Units (OU) requests that are different from the standard configuration shall start with existing Change Management approval process. All requests shall be reviewed by AD committee for determination of need and/or proper placement based on an analysis of the business needs, management of structure and Microsoft Best Practices.

c. Configuration

Standard Domain (OU) Structure



- (i.) The Above OU Structure will be configured for all Domains and Agencies. This will provide standardization, flexibility and manageability for the needs of each Department/Agency and the Enterprise.
- (ii.) This structure will be defined as follows:
1. The “YELLOW” OU’s will be standard for all Domains and are not changeable.
 - ACCOUNTS: This is the location where all the Contact and Distribution Lists, Groups, Standalone Mailboxes, Service Accounts and Users accounts will be located. The Department/Agency is able to sub-divide the “USERS” OU into what ever structure is needed for their business (indicated in “RED”).
 - WORKSTATIONS: This is the location where all the Workstations/PC’s accounts will be located. The Department/Agency is able to sub-divide this OU into what ever structure is needed for their business (indicated in “RED”).
 - Domain Controllers: This is the location where all the Domain Controllers accounts will be located. This is an Active Directory Standard Container and has certain privileges through out the AD Structure. The DC’s will be added to this OU automatically by Active Directory and will not be move from it.
 - SERVERS: This is the location where all other Server accounts will be located. The Department/Agency is able to sub-divide this OU into what ever structure is needed for their business (indicated in “RED”).
 2. The “BLUE” OU’s will be standard for all Agencies that do not have a Domain assignment and are being CONSOLIDATED in Active Directory.
 - ACCOUNTS/Consolidation – Agency OU Structure: This is the location where all the Contact and Distribution Lists, Groups, Standalone Mailboxes, Service Accounts and Users accounts will be located. The Department/Agency is able to sub-divide the “USERS” OU into what ever structure is needed for their business (indicated in “PURPLE”).
 - WORKSTATIONS/Consolidation – Agency OU Structure: This is the location where all the Workstations/PC’s accounts will be located. The Department/Agency is able to sub-divide this OU into what ever structure is needed for their business (indicated in “PURPLE”).
 - SERVERS/Consolidation – Agency OU Structure: This is the location where all other Server accounts will be located. The Department/Agency is able to sub-divide this OU into what ever structure is needed for their business (indicated in “PURPLE”).

- Note: There will be no need for a Consolidated Domain Controllers Group since the Department/Agency is being collapsed into a consolidated Active Directory Structure.

d. Other OU's

- (i.) Active Directory natively creates additional containers that is used and governed by AD (Builtin, Computers, ForeignSecurityPrincipals, LostAndFound, Microsoft Exchange System Objects, NTDS Quotas and Program Data). These other containers will not be used without authorization from the Active Directory Group.

5. Exceptions

- a. Requests for variance and exceptions to this standard must be submitted through the DoIT change management process.

6. Signatures

_____ Assistant Director of Planning, Policy & Technology	_____ Date
_____ Director of Operations	_____ Date
_____ Chief Information Officer	_____ Date
_____ Director, Department of Administration	_____ Date