If the warning email goes to someone who left, nobody learns about the drive until it hurts

About 15 minutes, from the array's own settings screen

The array (the system that holds your shared data) emails a warning for a failed drive or space running low. The list it sends to is easy to set once and never reopen.

Yes **2** Written down, with a date (a log, a screen, a document), and it meets your own plan.

Partly **1** Remembered, but not written down, or the record shows you missed your plan.

No **0** Nobody knows, or it was never done. A blank is a finding.

"None, checked on a date" counts as a record. No plan or target written down? Write your guess first, then measure: the guess is your plan.

Five questions about your own setup

1 Every address, and who is behind it

Your answer, and where it is written down (with the date) Open the array's notification settings. Is every address on the list written down with the name of the person behind it? Write the date you read the list.

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter Next quarter

How to raise it

Where to find it:
The array's notification or event email settings screen. Copy each address, then write the person next to it. For a shared mailbox, write who reads it. Three columns do it: the address, the person, and the date of your last test email.

To get it to a 2:
A dated list with a name beside every address, copied from the settings screen this quarter.

What this does not prove:
A name beside every address shows the list is known. It does not show those people still work here.

2 Still here

Your answer, and where it is written down (with the date) Is each of those people still in the company directory (the central list of staff accounts), in a role that touches storage? Write the date you compared.

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter Next quarter

How to raise it

Where to find it:
The company directory, or the list of staff who have left or moved that HR or the team that creates staff accounts keeps. Compare each name from row 1.

To get it to a 2:
A dated comparison with no address left on the list for someone who has gone, or the note "no one has left or moved, checked on a date". No review interval written down? Write your guess (after every departure, once a quarter) and score against it.

What this does not prove:
Someone still on staff can have changed jobs and stopped reading storage mail.

3 Shared mailboxes

Your answer, and where it is written down (with the date) Does each shared mailbox on the list have a named person who reads it? Write the name and the date you checked. No shared mailboxes? Write "none, checked" and the date.

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

How to raise it

Where to find it:
Your mail system's admin screen: the owner or member list of each shared mailbox. Ask the owner whether anyone opens it.

To get it to a 2:
A name, and a date, beside each shared mailbox, or "none, checked" with a date.

What this does not prove:
A member list shows who could read it, not who does.

4 The test email

Your answer, and where it is written down (with the date) When did you last send a test email to the whole list, and did each person say it arrived? Write the date and the replies.

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

How to raise it

Where to find it:
The test email function on the same settings screen, and the replies in your inbox or a ticket. Send one now if there is no date to write; it starts the record.

To get it to a 2:
A dated note of a test sent to the whole list, with a reply from every person, inside your own interval (once a quarter is a common guess).

What this does not prove:
A test that arrives shows the address works today. It does not show the person would act on a real warning, or that the array is set to warn about everything that matters.

5 Who acts on a warning

Your answer, and where it is written down (with the date) Is it written down who acts when a warning arrives, and who covers when they are away?

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

How to raise it

Where to find it:
Your runbook, on-call rota or ticket rule for storage warnings. No page yet? Write the name you believe is right, then ask that person.

To get it to a 2:
A written name for who acts and a named cover, with the date it was last confirmed with them.

What this does not prove:
A name on a page does not show that person would open the warning at night.

Your total, out of 10

9-10 **Known** Score the same page again next quarter.

5-8 **Partly known** Fix your lowest row this week.

0-4 **Assumed** Do row 1 this week.

Two rules beat the total: if row 1 scores below 2, the result is Assumed. Any row that missed your plan or guess is your next step.

> If your array sent a warning this afternoon, whose inbox would it land in?

What this does not prove

A list with a living person behind every address, and a dated test, shows warnings can reach someone today. It does not show the array is set to warn about everything that matters.

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