

Network Management Tip Sheet

The Network Management Tip Sheet has been developed to provide you with tools and information to better manage network utilization at your agency. Please contact your Customer Account Manager (CAM) if you have any questions.

This issue: Identifying excessive bandwidth utilization for personal use.

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At a glance ...

- There are potential cost savings for agencies if bandwidth utilization is reduced.
- Identify the percentage of bandwidth being consumed for personal use.
- Develop strategies to reduce the amount of bandwidth being used for personal use if analysis of the report shows that it is excessive.

Bandwidth utilization

Bandwidth usage

- While Department of Human Resource Management (DHRM) policy allows users to access the Internet for personal use, the latest traffic study on the Internet Secure Gateway indicates that nearly 50 percent of the bandwidth used at Commonwealth agencies is on streaming and social media sites.
- Take corrective action to manage bandwidth usage if non-business activities are found to be hindering bandwidth availability for agency business functions.

Reports

- Bandwidth utilization reports are available here: <https://vashare.virginia.gov/sites/vita2/APMStatus/SLA/default.aspx>

Policies

- [Policy 1.75, Use of Electronic Communications and Social Media](#) (updated March 2011)
- Policies, standards and guidelines for agency business use of social media have been developed and soon will become a part of the Enterprise Technical Architecture, Website Topic Report on the VITA website.

Comprehensive Information Technology Assessments (CITA)

Reviewing bandwidth utilization is item N-1 under the Network, Conferencing and Wired Telecommunications task on the CITA Task List. Information about CITA can be found on the VITA website: www.vita.virginia.gov/councils/default.aspx?id=12542