

DEPARTMENT OF HISTORY

BUSINESS RESUMPTION PLAN

Approved: October 16, 2005
Most recent update: May 10, 2006

PART 1 – GENERAL INFORMATION

- ◆ *This Business Resumption Plan is for* Department of History *which is within* College of Letters
- ◆ *Number of Staff (approximate headcount):*
 - *Academic appointees (covered by Academic Personnel Manual or MOU):* 22
 - *Other full-time staff:* 18
 - *Other part-time staff (excl. students):* 2
 - *Student-staff:* 7
- ◆ *Location(s):*
Higgins Hall
Estrada Hall
- ◆ *Critical Functions performed by this unit. (These are functions essential to the rapid resumption of teaching & research post-disaster):*
 - Classroom instruction
 - Research
 - Payroll
 - Purchasing
 - Donor relations
 - IT support

INFORMATION TECHNOLOGY**Backup of Applications** (that support critical functions)

◆ Application #1

<i>Name of application</i>	History Dept. Student Roster & Database
<i>Type</i>	database
<i>Explanation?</i>	
<i>Functional owner</i>	MSO
<i>Technical Owner</i>	Dept. IT Manager
<i>Backup frequency</i>	daily
<i>Explanation?</i>	
<i>Backup medium</i>	tape
<i>Explanation?</i>	
<i>Backup auto or manual?</i>	auto
<i>If manual, by whom?</i>	
<i>Explanation?</i>	
<i>Onsite storage at</i>	256 Higgins
<i>Offsite storage at</i>	none
<i>Offsite storage frequency</i>	n/a
<i>Explanation?</i>	
<i>Successful recovery been done?</i>	no
<i>Explanation?</i>	

◆ Application #2

<i>Name of application</i>	History Dept. Faculty Roster & Database
<i>Type</i>	database
<i>Explanation?</i>	
<i>Functional owner</i>	MSO
<i>Technical Owner</i>	Dept. IT Manager
<i>Backup frequency</i>	daily
<i>Explanation?</i>	
<i>Backup medium</i>	tape
<i>Explanation?</i>	
<i>Backup auto or manual?</i>	auto
<i>If manual, by whom?</i>	
<i>Explanation?</i>	
<i>Onsite storage at</i>	256 Higgins
<i>Offsite storage at</i>	none
<i>Offsite storage frequency</i>	n/a
<i>Explanation?</i>	
<i>Successful recovery been done?</i>	no
<i>Explanation?</i>	

◆ Application #3

<i>Name of application</i>	History Dept. P-Card Log
<i>Type</i>	File
<i>Explanation?</i>	Excel spreadsheet

<i>Functional owner</i>	Purchasing Assistant
<i>Technical Owner</i>	Dept. IT Manager
<i>Backup frequency</i>	daily
<i>Explanation?</i>	
<i>Backup medium</i>	tape
<i>Explanation?</i>	
<i>Backup auto or manual?</i>	auto
<i>If manual, by whom?</i>	
<i>Explanation?</i>	
<i>Onsite storage at</i>	256 Higgins
<i>Offsite storage at</i>	none
<i>Offsite storage frequency</i>	n/a
<i>Explanation?</i>	
<i>Successful recovery been done?</i>	no
<i>Explanation?</i>	

Backup of Servers

◆ Server #1

<i>Name of server</i>	Herodotus _1
<i>Type</i>	file server
<i>Explanation?</i>	
<i>Backup frequency</i>	partial backup daily – full backup weekly
<i>Explanation?</i>	
<i>Backup media</i>	remote via network
<i>Explanation?</i>	
<i>Backup auto or manual?</i>	auto
<i>If manual, by whom?</i>	
<i>Explanation?</i>	
<i>Onsite storage at</i>	campus data center
<i>Offsite storage at</i>	XYZ Repository
<i>Offsite storage frequency</i>	weekly
<i>Explanation?</i>	
<i>Successful recovery been done?</i>	no
<i>Explanation?</i>	

◆ Server #2

<i>Name of server</i>	Herodotus _2
<i>Type</i>	web server
<i>Explanation?</i>	
<i>Backup frequency</i>	partial backup daily – full backup weekly
<i>Explanation?</i>	
<i>Backup media</i>	remote via network
<i>Explanation?</i>	
<i>Backup auto or manual?</i>	auto
<i>If manual, by whom?</i>	
<i>Explanation?</i>	
<i>Onsite storage at</i>	campus data center
<i>Offsite storage at</i>	XYZ Repository
<i>Offsite storage frequency</i>	weekly

<i>Explanation?</i>	
<i>Successful recovery been done?</i>	no
<i>Explanation?</i>	

◆ Server #3

<i>Name of server</i>	Herodotus _3
<i>Type</i>	web server (student)
<i>Explanation?</i>	
<i>Backup frequency</i>	weekly
<i>Explanation?</i>	
<i>Backup media</i>	local tape
<i>Explanation?</i>	
<i>Backup auto or manual?</i>	auto
<i>If manual, by whom?</i>	
<i>Explanation?</i>	
<i>Onsite storage at</i>	256 Higgins
<i>Offsite storage at</i>	none
<i>Offsite storage frequency</i>	n/a
<i>Explanation?</i>	
<i>Successful recovery been done?</i>	no
<i>Explanation?</i>	

Backup of Workstations

◆ Computer users (faculty & staff) in this unit backup their workstations as follows:

<i>Backup method</i>	<i>Percent of users who use this method</i>	<i>Comment</i>
<i>User's files are stored on departmental server, which gets backed up</i>	95%	
<i>UCBackup (by Central Computing Services)</i>		
<i>Local backup of workstation by user (automatic)</i>		
<i>Local backup of workstation by user (manual)</i>	5%	These users prefer to save to their own hard drive rather than to departmental server. Not known what type of backup, if any, is done by these users.
<i>Other</i>		
<i>No backup</i>		
<i>Don't know</i>		
<i>Total</i>	100%	

◆ Workstation support is performed by:

Comment?

Technicians employed by department

Dept. has one technician for 49 workstations

IT Strategies & IT Action Items

◆ How to purchase new hardware quickly:

If campus Purchasing Dept. is functioning, purchase through them to get campus special pricing. If not, buy direct from manufacturer via web or phone. (IBM/Lenovo is preferred vendor, Dell & HP also OK) (ask for higher-education pricing).

- ◆ *Location of software & documentation that will be needed by technicians to rebuild workstations and servers:*
256 Higgins
- ◆ *Special environmental needs for IT equipment:*
None.
- ◆ *Will your technical support staff be adequate in numbers & skills to rebuild your systems quickly? If not, what to do?*
Have only 1 technician plus manager. If entire History Dept. has to relocate into new quarters, could take 3-4 weeks to rebuild all desktops & servers (after new hardware arrives). Worse if one of the two IT staff members is not here. Possible solutions: outside vendor / temporary hire / borrow staff from other dept. or from sister campus.
- ◆ *Potential obstacles that could hinder the quick re-establishment of critical IT services:*
 - Inability to purchase new hardware quickly
 - Inability to obtain additional IT support technicians
 - Need Central IT to re-establish central campus networks & applications
- ◆ *Action Items (things we can do in advance to get ready to recover IT more easily):*

<i>Action Item</i>	<i>Estimated Cost</i>	<i>One-Time or Annual?</i>
Do trial-recovery of servers/applications	\$100 to \$1000	annual
Expand contract for off-campus storage of backup tapes to include all tapes.	\$1,000 to \$10,000	annual
Make mutual arrangements with sister campuses to borrow technical staff if needed during recovery (campus-level recommendation).	no cost for planning phase	
Have department IT Manager discuss backup options and other IT issues at faculty meeting.	no cost	