

TODAY'S AGENDA

TECHNOLOGY PLAN DISASTER RECOVERY PLAN



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ELEMENTS OF A TECHNOLOGY PLAN

- INVENTORY OF TECHNOLOGY ASSETS
- TECHNOLOGY POLICIES &
PROCEDURES
- PRIORITIZED THREE YEAR BUDGET



INVENTORY OF TECHNOLOGY ASSETS

- **HARDWARE**
- **SOFTWARE (LOCAL VS. CLOUD)**
- **EQUIPMENT**
- **TECHNICAL SERVICE PROVIDERS**
- **SOCIAL MEDIA**
- **CONSIDERATIONS FOR IMPROVEMENTS**
- **RECENT ACCOMPLISHMENTS**



TECHNOLOGY POLICIES & PROCEDURES

- **BACKUP ROUTINE (ONSITE VS. OFFSITE)**
- **FILE NAMING STANDARDS**
- **SECURITY (PHYSICAL & LOGICAL)**
- **TRAINING**
- **USAGE POLICIES**
- **SOCIAL MEDIA POLICIES**
- **CONSIDERATIONS FOR IMPROVEMENTS**
- **RECENT ACCOMPLISHMENTS**



PRIORITIZED THREE YEAR BUDGET

- REPLACEMENT & ROTATION
- TECH SOUP



DISASTER RECOVERY PLAN ELEMENTS

- MEASURES TO AVOID CRISIS
- IDENTIFY RISKS & EVENT SCENARIOS
- DEVELOP EMERGENCY PROCEDURES
- ASSIGN RESPONSIBILITY
- UPDATING & TESTING



MEASURES TO AVOID CRISIS

- EMAIL PROTECTION
- ANTIVIRUS SOFTWARE
- FIREWALL
- SURGE PROTECTION (UPS)
- SERVER ELEVATED/NO SPRINKLERS
- DATA BACKUP TESTING



IDENTIFY RISKS & EVENT SCENARIOS

- **PERFORM RISK ASSESSMENT**
 - WHAT COULD IMPACT OPERATIONS
 - EXTENT OF DISRUPTION
- **THIRD PARTY REQUIRED REPORTING**
 - HIPAA, PCI COMPLIANCE



DEVELOP EMERGENCY PROCEDURES

- CONTACTS/CALL LISTS
- CRITICAL PROCESSES ASSIGNED
- BUILDING/FACILITY INFORMATION
- KEY TECHNOLOGY & APPLICATIONS
- VITAL DOCUMENTS



UPDATING & TESTING

- REVIEW PLAN AT LEAST ANNUALLY
- TESTING



RESOURCES

- TODAY'S SLIDES
- TECHNOLOGY PLAN
- DISASTER RECOVERY PLAN
- RESOURCE LISTING



QUESTIONS & ANSWERS

