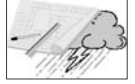


**Oregon State Treasury - Information Services
Recovery Test 2005
PROJECT PLAN**



Revisions

Version	Primary Author(s)	Description of Version	Effective Date
Rev A		Initial Version	11/01/2004

Problem/Opportunity

Best practices for business continuity require that a pre-planned, coordinated test of the business continuity plan be performed periodically. The testing of the plan is an important component of maintenance and is the circumstances in which the plan's validity is most effectively demonstrated. Testing serves as an audit tool that evaluates the efficiency of the plan and reveals its strengths and shortcomings. Testing serves as a benchmark which reveals useful information about performance of the recovery capability. Finally, testing serves as a rehearsal, a valuable training experience for team members which provides opportunities to become better prepared to function in a crisis.

Objectives

The purpose of this project is to plan and execute a test at an off-site SunGard facility in order to validate the disaster recovery process that has been defined in the Treasury Business Continuity plan.

The objectives of this project are:

- Evaluate SunGard's ability to provide disaster recovery hardware and network configurations as defined in the current contracted recovery services agreement.
- Evaluate ECI's performance to successfully ship requested items to the testing site in a timely manner.
- Complete the documented cycle of restoring systems and data, catch-up system processing and completing a Phoenix nightly process.
- Update and validate documentation to ensure that it conforms to current environment configurations including known changes to backup and restoration process, ACH configuration and database installation and restoration.
- Establish and validate remote access capabilities for access to recovery system from Salem to the off-site recovery testing facility.

Roles and Responsibilities

Function	Staff Assigned
Project Oversight	
Project Manager	
IS Planning Team	
Business Planning Team	

Planning and Control

Communications Plans

A status report will be published each month during the life of the project.
A project lessons learned document will be developed at the end of the project.

Project Plan
Work Breakdown Structure (WBS)

Task	Completed by:	Deliverable
Set Objectives for Test	9 months prior	Project Plan
Approval by IMT	9 months prior	Project Plan approved
Confirmed Test Dates with SunGard	9 months prior	Project Plan
Determine Recovery Team members	6 months prior	Project Plan
Secure Out-of-State travel forms per traveler	6 months prior	Completed and signed out-of-state travel forms
Conduct on-site Testing/validation	8 through 2 months prior	Test Plan
Determine Travel Schedule	4 months prior	Itinerary Doc Draft
Secure Hotel Reservations	4 months prior	Confirmation Doc
Secure Rental Car Reservations	4 months prior	Confirmation Doc
Obtain Airline Tickets	3 months prior	Confirmation Doc
Walkthrough Recovery Process schedule	6 weeks prior	Gantt Chart
Complete on-line SunGard Configuration	7 weeks prior	SunGard on-line Configuration
Walkthrough Operations Tasks	9 weeks prior	Ops Matrix
Final Documentation Update	2 weeks prior	Chapter 3
Inventory DR Box	3 weeks prior	Inventory List Document
Resolve Issues List	2 weeks prior	Status Report
Final Meeting/Walkthrough	3 weeks prior	
Create and Distribute Itinerary	1 week prior	Itinerary Doc
Send out DR Box to SunGard	3 days prior	
Conduct off-site test		Notes/updates
Update documentation	1 month after	Chapter 3
Follow up Report	1 month after	Follow up Report

Risk Analysis

Rank	Risk Description/Response	Probability	Severity
3	New technology will adversely affect current off-site staffing and scheduling. <i>Validate schedule for each recovery tasks during Treasury on-site component testing.</i>	Medium	Medium