



Month 2: Defining Your Resources

We will be gathering information on servers, workstations, equipment and supplies, and external stakeholders that you rely on to do your work.

Total estimated time 3 hours.

INFORMATION TECHNOLOGY > Servers: <i>Estimated time 45 minutes</i>		
Server Name		<p>Does your unit own any servers? If so, have your department's IT Manger or Tech Support person fill out this page.</p> <p>If you are not that person, skip this section.</p>
Server Type		
Explanation		
Backup Frequency		
Backup Media		
Is backup auto or manual		
Applications impacted by failure of this server		
Departments impacted by failure of this server		
Server Software, be specific		
Technical experts for this application		
Person(s) responsible for recovery		
Location of onsite storage		
Location of offsite storage		
Frequency of offsite storage		
Locations of installation disks & documentation		
Has a successful recovery been done		
Explanation or comment for any of the above		



Month 2: Defining Your Resources – Continued

INFORMATION TECHNOLOGY > Workstations *Please describe the current Workstation backup procedures for this department. Estimates are fine.*

Files are stored on dept. server, which gets backed up		For each backup method, please note what percent of users in your unit back up their files this way
Automated backup by central IT (via network)		
Local backup of workstations by user (automatic)		
Local backup of workstations by user (manual)		
Other (describe)		
No backup		
Don't know		

Who provides your workstation support?

Technicians employed by department		Name the group or organization
Technicians from another department		
External Vendor		
Other (describe)		



Month 2: Defining Your Resources – Continued

KEY RESOURCES > Equipment and Supplies: *note the minimum number of each piece of equipment you will need to perform all critical functions. Estimated time 45 minutes.*

Workstations (includes computer, network, table, chair)		<p>Focus on equipment is hard or cost prohibitive to replace quickly.</p> <p>A computer is something each of your staff have at home and can use if they can't use their desk computer</p>
Laptop (car charger advised)		
Telephone (hard-wired)		
Printer		
Fax		
Copier		
Scanner		
Server		
Other		<p>List equipment of any type, major items only.</p> <p>DO NOT list consumables (use our Supplies form to gather this info and upload the list on the Documents screen).</p>



Month 2: Defining Your Resources – Continued

KEY RESOURCES > Stakeholders: *Are there any other people that your staff may need to contact after a disruptive event? For example - vendors, clients, project partners, donors, sponsors, other stakeholders. Estimated time 1 hour*

Stakeholder Name		<p>Types of stakeholders include: clients, donors, sponsors, vendors, project partners.</p> <p>When listing vendors, please include only those that your department makes individual purchases from (as opposed to those vendors who sell in bulk to the central purchasing department).</p> <p>Regarding alternate vendors: if a usual supplier is local, you may want to seek an alternate outside the local area.</p>
Work phone		
Mobile phone		
Email		
Fax		
Dept/Organization		
What type of stakeholder is this person		
Address		
Products/services supplied (if vendor)		
Comment		
Alternate vendors		