

Group-E (Project Proposal)

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Project: Business Continuity Plan & IT Disaster Recovery

1. Business Continuity Plan

1.1 Introduction

To cope up with the phenomenal Growth of KASHF and to ensure the continuity of the business it's vital to have a comprehensive Business Continuity Plan (BCP) with well defined set of measures and procedures to avoid/overcome unnecessary delays in the business.

1.2 Purpose and Objective

The purpose of this Project is to develop/enhance the business continuity strategy in accordance to the business niche, by listing and addressing all the possible threats and their impact to the business that can disrupt the routine operations of the business and cause delay.

1.2 Benefits of Developing BCP

- Reliability, dependency and a greater sense of security from Threats/Risks
- Avoidance of business failure from disruptive incidents
- Ensure system stability again the possible threats and disasters.
- Before hand impact assessment and formal procedures to handle the threat/risk
- Predefined resources to handle the Threat/Risk in accordance to the procedures defined in BCP
- Lower costs or losses arising from serious incidents

1.3 Tasks Performed During Developing BCP

Similar tasks like mentioned below are performed during Development of BCP.

- Identification Business Processes and threats to business continuity
- Impact Analysis of Threats (Damages to the Business)
- Time Analysis (Time required to revive a system)
- Cost Analysis (monitory damages / expanses to overcome threat)
- Detailed Business/System Recovery Procedures
- Check Lists for Business/System Recovery
- Approval, Intimations and Team formation to overcome threat

1.4 Observations

Head Office

No budget was allocated for the backup IT equipment at head office this is a serious threat and can cause delays in business routine operations in case of any disaster. The HO BCP budget should be prioritized in the upcoming budget for the department.

Field BCP Budget

The Budget requested and approved for the year 2007 for backup workstations is as follows:

Item	Unit Price	Qty	Total
Backup Computer	45,000	22	990,000
Backup Printer	25,000	22	550,000
Backup UPS	12,000	22	264,000

2. IT Disaster Recovery

2.1 Introduction

KASHF recognizes that software is a major tool for all of our lines of business. As such, certain steps need to be taken to protect our investment and ensure maximum continuity of function in the event of a disaster. This plan provides an overview of the steps necessary to protect this important part of our business.

2.2 Overview

Goals

1. Provide methods to recover from:
 - a. Loss of inventory data
 - b. Loss of installation media
 - c. Loss of proof of ownership
2. Define steps needed to keep the system up to date
3. Define steps needed to restore onsite media and information to previous state in the event of a disaster

2.3 Summary of Steps to be taken

1. Create a centralized inventory of software titles owned.
 - a. Maintain a copy offsite and update it regularly.
 2. Create a centralized set of backup copies of installation media for software titles owned.
 - a. Maintain a second set of copies of installation media offsite and update it regularly.
 3. Create a centralized set of proof of ownership documentation for software titles owned.
 - a. Maintain a second set of copies of all documentation offsite and update it regularly.
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