

<b>Team</b>	Disaster Recovery/Business Continuity Team
<b>Purpose</b>	Over the next 2 years this team will identify mission critical systems, types of disasters and develop a disaster recovery, business continuity plan based on this information.
<b>Sponsors</b>	Louise Griffin, Jeff Thompson
<b>Leaders</b>	Tony Kolodziej, Eileen Trott
<b>Members</b>	Frank Andrews, John Callahan, Tom Costello, Pat Duff, Chuck Gisondi, Elaine Major, Pamela Jahngen-Provencal, Dave Kiser, Pauline Ladebauche, Jim Packard, Michele Pagliarulo, Maria Panagakis, Brian Pray, Larry Siegel, Alan Roscoe, Tom Taylor, Alan Lincoln, Jack Giarusso
<b>Facilitator</b>	Ed Roberts (if needed)
<b>Team Objectives</b>	<ol style="list-style-type: none"> <li>1. Develop a process that will identify and categorize systems on campus such that in the case of a disaster will need to be recovered in a timely manner (i.e. risk assessment).</li> <li>2. For each system develop a recovery timeframe based on business need.</li> <li>3. Analyze and define requirements for recovery and budget.</li> <li>4. Design and document business continuity requirements to conduct business while systems are unavailable.</li> <li>5. Present plan to campus leadership and selected campus personnel.</li> <li>6. Identify and document staff that will be involved in the case of a disaster and the process by which the team is triggered into action.</li> <li>7. Develop a test plan, conduct a test and modify plan based on results of the test.</li> <li>8. Document a procedure for updating the plan in a yearly basis or when a new mission critical system is implemented.</li> <li>9. Coordinate, if needed, activities and processes with the Crisis Management Team</li> </ol>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Members of the University community, including vice chancellors, deans, directors and union leadership</li> <li>• Assistance as needed from the sponsor</li> <li>• UMass President's Office and others in the UMass system</li> <li>• The team may request additional necessary resources to complete the objectives. Resources could include outside consultants, vendors, content experts, etc.</li> </ul>
<b>Boundaries</b>	The team must balance the needs of recovery and the amount of funds needed to put in place a recovery process (i.e. hot v. cold sites, manual vs. automated, etc).
<b>Success Measures</b>	<ul style="list-style-type: none"> <li>• All team members are involved in the process and complete assignments on time.</li> <li>• Updated disaster recovery, business continuity plan over the next year.</li> <li>• Implementation of disaster recovery hardware, software and site agreements.</li> <li>• Successful test of plan.</li> </ul>
<b>Ground Rules</b>	The team will develop and then list its own ground rules and who needs to be involved no later than its third meeting.