

**NC State University
Campus Wide Business Continuity and Disaster Recovery
Project Plan**

ID	Start	Finish	% Complete	Task Name	Jul 2, '02							Jul		
					S	M	T	W	T	F	S	S	M	
1	Fri 11/12/04	Fri 11/12/04	0%	PROGRAM INITIATION AND MANAGEMENT										
2	Mon 7/2/01	Fri 8/30/02	100%	Establish the Need for Business Continuity										
3	Mon 1/28/02	Mon 1/28/02	100%	Received Memo from the Office of the President - UNC Systems about Disaster Preparedness										
4	Wed 3/13/02	Wed 3/13/02	100%	Disaster Preparedness Task Force Role Definition Meeting										
5	Wed 3/13/02	Wed 3/13/02	100%	Video Conference on Disaster Preparedness										
6	Mon 3/11/02	Mon 3/11/02	100%	Appointment of Chairs for Business Continuity and DR Planning Committee by Chancellor										
7	Wed 7/31/02	Fri 8/30/02	100%	Reference current recommendations of relevant authorities - UNC Office of President Establishes Requirements										
8	Mon 7/2/01	Tue 1/15/02	100%	Identify any audit recommendations										
9	Fri 2/14/03	Tue 8/17/04	100%	Involve Executive Management in the BCP Project										
10	Fri 2/14/03	Tue 8/17/04	100%	Explain executive management's role in the BCP project										
11	Fri 2/14/03	Tue 8/17/04	100%	Explain and communicate management's accountability and liability										
12	Mon 3/11/02	Thu 7/10/03	100%	Communicate the Need for a Business Continuity Planning										
13	Mon 3/11/02	Mon 3/11/02	100%	Gain University commitment to the BCP project										
14	Tue 4/29/03	Thu 7/10/03	100%	Develop a mission statement/charter for the BCP project										
15	Fri 5/9/03	Fri 4/29/05	45%	Obtain Senior Management Approval/ Commitment										
16	Fri 5/9/03	Fri 5/9/03	100%	Set up a schedule to report the progress of the BCP project to senior managers										
17	Tue 8/19/03	Fri 4/29/05	45%	Develop and Implement BCP Regulation										
18	Fri 4/19/02	Wed 12/15/04	99%	Organize Resources										
19	Fri 4/19/02	Tue 4/30/02	100%	Define which University Resources will be involve in the Program										
20	Tue 12/3/02	Wed 4/16/03	99%	Establish a new full-time position to function as University-wide Director of Business Continuity										
21	Tue 12/3/02	Fri 3/7/03	100%	Hire Director of Business Continuity										

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22	Sat 3/15/03	Wed 4/16/03	100%	Develop Mission Statement										
23	Sat 3/15/03	Wed 4/16/03	100%	Develop Communication Plan with Oversight Committee										
24	Tue 11/18/03	Wed 12/15/04	100%	Request that the UNC Office of the President purchase a license for Web-accessible business continuity and disaster recovery software that can be										
25	Tue 11/18/03	Tue 11/18/03	100%	NCSU purchase of LDRPS WEB										
26	Thu 1/15/04	Wed 12/15/04	100%	LDRPS WEB Implementation										
27	Mon 3/11/02	Fri 12/31/49	100%	Form an Advisory Committee										
28	Mon 3/11/02	Fri 4/19/02	100%	Create a permanent crisis management and oversight committee with responsibility for overseeing crisis response planning and coordination										
29	Mon 3/17/03	Thu 4/17/03	100%	Develop an overall project plan with realistic time estimates and schedule										
30	Fri 3/15/02	Fri 12/31/49	100%	Present to NCSU Business Continuity and Disaster Recovery Oversight Committee Meetings										
31	Mon 10/14/02	Fri 12/30/05	88%	Market the Department										
32	Mon 3/17/03	Fri 6/6/03	100%	Create Department Website										
33	Mon 3/17/03	Fri 6/6/03	100%	Create a Business Continuity/Disaster Recovery Listserv										
34	Fri 10/1/04	Wed 6/1/05	100%	Purchase advertisement such as department shirts and banners and signs for campus and off campus presentations										
35	Thu 12/1/05	Thu 12/15/05	0%	Establish Campus wide LDRPS User Group										
36	Thu 12/1/05	Fri 12/30/05	25%	Write an Article in Campus Publications										
37	Thu 12/1/05	Fri 12/30/05	25%	"The Bulletin"										
38	Thu 12/1/05	Fri 12/30/05	25%	"The Technician"										
39	Mon 10/14/02	Fri 10/8/04	100%	Presentations a Campus/University Expos										
46	Thu 6/19/03	Mon 3/1/04	100%	Explore Funding Opportunities										
47	Mon 1/12/04	Mon 3/1/04	100%	FEMA - Disaster Resistant University Grant										
48	Thu 6/19/03	Fri 8/29/03	100%	State of NC Mitigation Funding Request										
49	Wed 3/26/03	Tue 10/28/03	100%	Develop Cohort Planning and Response Structure										

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50	Thu 3/27/03	Tue 6/17/03	100%	Identify Cohorts										
51	Wed 3/26/03	Tue 10/28/03	100%	Identify a Coordinator or Project Manager for each Business Unit										
52	Wed 3/26/03	Tue 10/28/03	100%	Meetings with Campus Departments to request Coordinators										
53	Wed 3/26/03	Wed 3/26/03	100%	Presentation at IACUC Meeting										
54	Thu 4/3/03	Thu 4/3/03	100%	Worsley's Staff Meeting										
55	Mon 4/28/03	Mon 4/28/03	100%	Provosts' Staff Meeting										
56	Thu 6/19/03	Thu 6/19/03	100%	Presentation at Associate Deans Meeting										
57	Thu 8/14/03	Thu 8/14/03	100%	Presentation at Dean's Council										
58	Tue 10/28/03	Tue 10/28/03	100%	Presentation at LEADS meeting (Leadership Education for Academic Department Series)										
59	Thu 8/28/03	Thu 8/28/03	100%	Presentation at UBO										
60	Wed 9/3/03	Wed 9/3/03	100%	Presentation at the Staff Senate Meeting										
61	Wed 9/10/03	Wed 9/10/03	100%	Presentation at the University IT Planning Committee										
62	Tue 4/1/03	Thu 2/19/04	100%	Prioritize Business Units										
63	Tue 4/1/03	Mon 5/12/03	100%	Identify all Academic and Administrative Units requiring BCPs										
64	Fri 1/30/04	Thu 2/19/04	100%	Establish definition of criticality, and negotiate with management single or multiple levels of criticality										
65	Fri 1/30/04	Thu 2/19/04	100%	Request priority from Oversight Committee										
66	Wed 9/1/04	Wed 12/1/04	100%	Develop Standard Operating Procedures and Administrative Policies										
67														
68	Fri 11/12/04	Fri 11/12/04	0%	RISK EVALUATION AND CONTROL/BUSINESS IMPACT ANALYSIS										
69	Wed 6/11/03	Thu 6/30/05	100%	All Hazard Identification and Risk Assessment										
70	Wed 6/11/03	Fri 8/1/03	100%	Develop Framework and Design Templates										

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71	Wed 7/16/03	Wed 7/30/03	100%	Prioritize Hazards										
72	Wed 6/11/03	Tue 7/15/03	100%	Design Risk Assessment Questionnaire with Campus Subject Matter Experts (SME)										
73	Wed 6/11/03	Fri 8/1/03	100%	Design Business Impact Analysis Questionnaire (Estimate Losses)										
74	Wed 7/16/03	Wed 7/16/03	100%	Facilitate an Enterprise Risk Management Workshop										
75	Mon 8/4/03	Thu 9/30/04	100%	Conduct Risk Assessments/BIA										
76	Mon 8/4/03	Thu 9/30/04	100%	Critical Business Units										
77	Fri 11/5/04	Fri 3/25/05	100%	Obtain Sign-off from Senior Management of each Business Unit										
78	Fri 3/11/05	Fri 4/1/05	100%	Develop Executive Management Report										
79	Thu 9/30/04	Thu 6/30/05	100%	Conduct Risk Assessment with Remaining Business Units										
80														
81	Mon 8/4/03	Mon 8/4/03	60%	DEVELOPING BUSINESS CONTINUITY STRATEGIES										
82	Mon 8/4/03	Fri 3/3/06	94%	Strategy Recommendations										
83	Mon 8/4/03	Thu 6/30/05	100%	Recommend Business and IT Strategies and identify alternatives to business units										
84	Mon 1/3/05	Fri 3/3/06	92%	Summarize University Strategies Needed										
85	Mon 1/3/05	Thu 6/30/05	100%	Vital Records Protection										
86	Mon 1/3/05	Thu 6/30/05	100%	Departmental Failover and Replication										
87	Mon 1/3/05	Thu 6/30/05	100%	Campus wide Electronic Vaulting Contract										
88	Mon 1/3/05	Thu 6/30/05	100%	Off-site Paper Record Storage										
89	Mon 1/3/05	Thu 6/30/05	100%	Campus wide imaging system										
90	Mon 1/3/05	Thu 6/30/05	100%	Emergency Packs for students, faculty, staff										
91	Mon 1/3/05	Thu 6/30/05	100%	Security controls										
92	Mon 1/3/05	Thu 6/30/05	100%	Decision to continue ACS Mainline Contract Equipment Replacement DR Test										

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93	Mon 1/3/05	Thu 6/30/05	100%	Generators for buildings/critical labs										
94	Wed 1/5/05	Thu 6/30/05	100%	Additional LDRPS Seat Licenses										
95	Mon 1/3/05	Thu 6/30/05	100%	Telecommunications backup										
96	Mon 1/3/05	Thu 6/30/05	100%	Communicator System										
97	Mon 1/3/05	Thu 6/30/05	100%	Dual route of MDFs										
98	Thu 1/5/06	Fri 3/3/06	0%	Identify NCSU Campus Security Planning Needs										
99	Thu 1/5/06	Fri 3/3/06	0%	Identify the University's possible security exposures, including the following specific categories of security risks										
100	Thu 1/5/06	Fri 3/3/06	0%	Physical /plant security										
101	Thu 1/5/06	Thu 2/2/06	0%	Information security - computer room and media storage area security										
102	Thu 1/5/06	Thu 2/2/06	0%	Communications security - voice and data communications security										
103	Thu 1/5/06	Fri 3/3/06	0%	Network security - intranet security, Internet security										
104														
105	Tue 3/22/05	Fri 12/30/05	53%	EMERGENCY RESPONSE AND OPERATIONS										
106	Tue 3/22/05	Tue 5/31/05	100%	Formulate NCSU Emergency Operations Center										
107	Fri 5/20/05	Tue 5/31/05	100%	Test EOC										
108	Thu 12/1/05	Fri 12/30/05	0%	Write EOC Plan										
109	Mon 9/26/05	Tue 11/15/05	10%	Document Campus Service Providers Emergency Response Plans										
110														
111	Fri 11/12/04	Fri 11/12/04	0%	DEVELOPING AND IMPLEMENTING BUSINESS CONTINUITY PLANS										
112	Tue 3/16/04	Thu 12/1/05	100%	Developing the Mitigation Plan (Business Continuity Plan - BCP)										
113	Tue 3/16/04	Tue 3/30/04	100%	Develop BCP Template										

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114	Mon 11/22/04	Mon 11/22/04	100%	ADOPTION										
115	Mon 11/22/04	Mon 11/22/04	100%	Plan Endorsement by Oversight Committee										
116	Tue 6/15/04	Mon 11/15/04	100%	Customize LDRPS with BCP Template										
117	Mon 11/15/04	Fri 1/14/05	100%	Determine appropriate mitigation actions										
118	Wed 12/1/04	Tue 2/1/05	100%	Prioritize mitigation actions										
119	Tue 6/15/04	Mon 8/30/04	100%	Load departmental legacy paper BCPs into LDRPS										
120	Thu 9/30/04	Wed 11/24/04	100%	Customize BCP Reports in LDRPS										
121	Mon 2/7/05	Thu 3/31/05	100%	Train Critical Business Units on building plans in LDRPS										
122	Mon 2/7/05	Thu 12/1/05	100%	Train other business units on building plans in LDRPS										
123	Mon 2/7/05	Fri 4/29/05	100%	Plan Development in LDRPS with critical business units										
124	Mon 2/7/05	Tue 5/3/05	100%	Develop University Plan in LDRPS										
125	Mon 5/2/05	Wed 8/31/05	100%	Plan Development in LDRPS for remaining business units										
126														
127	Fri 11/12/04	Fri 11/12/04	0%	AWARENESS AND TRAINING										
128	Mon 1/3/05	Fri 7/1/05	100%	Training and Awareness										
129	Fri 4/1/05	Wed 6/1/05	100%	Define Training Objectives										
130	Mon 1/10/05	Wed 6/1/05	100%	Define training medians										
131	Mon 5/2/05	Wed 6/1/05	100%	Establish training schedule										
132	Mon 1/10/05	Wed 6/1/05	100%	Training and awareness presentations to management and employees										
133	Mon 1/3/05	Tue 5/31/05	100%	Develop Various Types of Training Programs										
134	Mon 1/3/05	Tue 5/31/05	100%	Campus wide Business Continuity and Disaster Recovery Training/Awareness										
135	Mon 1/10/05	Tue 5/31/05	100%	LDRPS Training										

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136	Mon 1/17/05	Fri 7/1/05	100%	Identify Other Opportunities for Education										
137	Mon 1/17/05	Fri 7/1/05	100%	Professional business continuity planning conferences and seminars										
138	Mon 1/17/05	Fri 7/1/05	100%	User groups										
139	Mon 1/17/05	Fri 7/1/05	100%	Publications										
140	Mon 1/31/05	Fri 7/1/05	100%	Research the opportunity for NCSU to start a degree or certificate program in Emergency Management or BC/DR										
141														
142	Fri 11/12/04	Fri 11/12/04	0%	MAINTAINING AND EXERCISING BUSINESS CONTINUITY PLANS										
143	Mon 11/15/04	Mon 1/17/05	100%	Establish Plan Distribution and Control Procedures										
144	Tue 11/30/04	Thu 12/15/05	38%	Test and Exercise Plans										
145	Tue 11/30/04	Fri 12/3/04	100%	Identify Types of Exercises										
146	Fri 12/3/04	Thu 2/17/05	100%	Design Exercises										
147	Tue 3/15/05	Wed 6/1/05	100%	Conduct Tabletop Drills with critical business units										
148	Fri 7/1/05	Fri 10/28/05	27%	Conduct Tabletop Drills with colleges										
149	Thu 3/17/05	Thu 12/15/05	0%	Conduct Tabletop Drills with remaining departments										
150														
151	Mon 5/2/05	Mon 5/30/05	100%	Coordinate and Facilitate Campus-wide Exercises										
152	Mon 5/2/05	Mon 5/30/05	100%	Wake Emergency Management Countywide test										
153	Mon 9/23/02	Fri 7/28/06	24%	Maintenance Program										
154	Tue 3/1/05	Fri 4/1/05	100%	Formulate Change Management Procedures										
155	Mon 9/23/02	Thu 10/24/02	100%	Establish Maintenance Guidelines										
156	Tue 1/3/06	Fri 7/28/06	0%	Review Maintenance schedules per plan in LDRPS										

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157	Mon 1/10/05	Tue 3/15/05	100%	Auditing										
158	Mon 1/10/05	Mon 2/28/05	100%	Prepare a LDRPS audit plan										
159	Mon 1/17/05	Tue 3/15/05	100%	Utilize LDRPS Audit Capabilities										
160	Mon 1/17/05	Tue 3/15/05	100%	Utilize LRPS Email Notification option for Auditing Purposes										
161														
162	Mon 9/23/02	Fri 1/3/03	0%	CRISIS COMMUNICATIONS										
163	Mon 1/3/05	Mon 1/3/05	100%	<i>Handled through NCSU Crisis Communication Team</i>										
164														
165	Fri 4/29/05	Fri 4/29/05	0%	COORDINATION WITH EXTERNAL AGENCIES										
166	Mon 1/3/05	Mon 1/3/05	100%	<i>Handled through NCSU Crisis Communication Team and Campus Police</i>										