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POINT PARK
UNIVERSITY

Business Continuity Planning with Quali Ready



Why Kuali Ready?



User-friendly / Easy
Navigation



Developed specifically
with the academic
community in mind

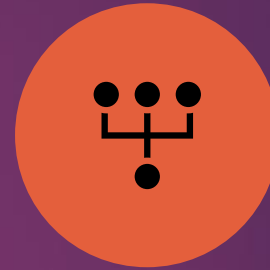


A hosted solution allowing
off-site access

System Rollout Plan



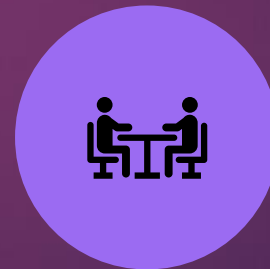
Connect with executive administration to identify department leads for project



Conduct orientation sessions to familiarize department leads with project goals and timeline, business continuity planning, and the Kualu Ready software



Host working sessions with department leads to assist in building business continuity plans for each department



Schedule one-on-one follow up planning meetings to discuss progress and department training/rollout

Orientation Sessions



What is Business Continuity Planning?



Why does BCP matter for Point Park University?



What is Kualu Ready?



Timeline for implementation

Business Continuity vs. Disaster Recovery

- ▶ **Disaster recovery** is the process an organization goes through to rebuild needed infrastructure in order to return to normal operations
- ▶ **Business continuity** is the process an organization goes through in order to operate while disaster recovery operations are taking place

Working Sessions

Small Group

- Campus computer lab
- Focused on dependency areas

Large Group

- Campus computer lab
- Open to anyone

Individual

- One-on-one training
- Plan walk-through
- Identify goals for follow up



What goes into a Business Continuity Plan?

KNOWLEDGE DOCUMENTATION

Key Personnel, Documents & Resources

Emergency contact list

Shared passwords

Special skills of key personnel

Important decision-making teams

Skills necessary to perform critical functions post-disaster

Contacts for other departments necessary to perform your critical functions

Department documents necessary for critical functions

Key equipment/supplies

Facilities & Transportation

Critical Functions

1

Critical 1:
operation must continue because it affects life, safety, security, or health

2

Critical 2:
operation must continue, but can be performed in a reduced mode

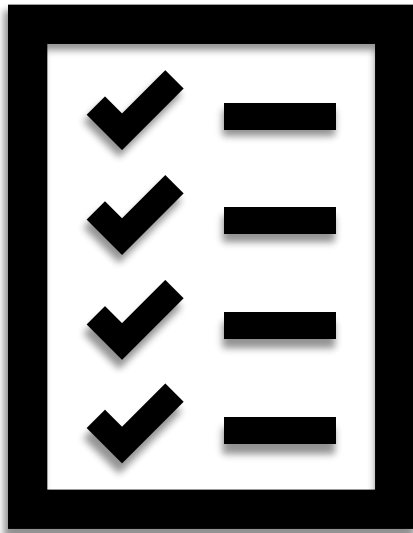
3

Critical 3:
operation can be paused for a period (30 days), but must resume

4

Critical 4:
operation can be deferred until normal operations resume

Action Items



Action Items

- What must be accomplished to be able to put your department's BCP into action

Examples

- Contract for outside space
- Cross-train employees
- Buy generator

Plan Maintenance

Completion/Update Reminders

- ▶ Periodic reminders for plan managers to complete open action items or add/update plan information
- ▶ Addition of new users with department staffing changes

Yearly Meetings

- ▶ Annual meeting of plan managers
- ▶ Discuss benefits of software
- ▶ Address any issues

What we have learned...



Large group orientation worked well



Keep hands-on workshops small (4-6)



Allow plenty of time for plan completion



Terminology is biggest hurdle



Tunnel vision (coax alternatives)



Explain technology needs/options



Regular follow up is important