



# SOP: Network Changes and Backup Policies

## **Purpose:**

This Standard Operating Procedure (SOP) outlines the procedures for configuring and scheduling automated data backups for disaster recovery using Windows Server within an AWS environment, encompassing both on-site and off-site backup strategies. It also covers network changes and updating procedures.

## **Scope:**

This procedure applies to IT technicians responsible for configuring and managing Backup and Disaster Recovery (BDR) on Windows Server hosted within AWS.

## **Responsibilities:**

- Implementation: IT Technicians
- Following: All IT technicians involved in BDR configuration
- Reviewing: IT Management
- Maintaining and Updating: IT Technicians

## **Prerequisites:**

- Windows Server configured and operational within AWS.
- Identification of critical data for backup.

## **Definitions:**

- Policy: Broad, overarching guidance explaining "why" certain practices are implemented.

## **Procedure:**

1. Identification of Critical Data:
  - a. Identify and document critical data that requires backup for disaster recovery.
2. Windows Server Backup Configuration:
  - a. Utilize the Windows Server Backup feature for data backup.
  - b. Configure backup settings, including destination and retention policies.
  - c. Schedule automated on-site backups to occur daily during non-working hours for all systems hosted within AWS.

## **Automated Off-site Backup Schedules (AWS S3):**

Define off-site backup schedules based on the criticality of data.

Utilize AWS S3 for off-site backups.

Configure Windows Server to automatically replicate backups to AWS S3 during non-working hours.

## **Testing BDR Functionality:**

Regularly test the BDR functionality to ensure successful backup and recovery.

Simulate a disaster recovery scenario to verify data restoration.

**Updates for All Systems:**

Force necessary system and network updates during non-working hours in conjunction with the backup schedule to minimize operational impact.

**Expected Results:**

Successful configuration and scheduling of automated on-site and off-site data backups for disaster recovery within AWS, ensuring the integrity and availability of critical data. On-site backups will occur daily at night during non-working hours, while off-site backups will be replicated to AWS S3 during the same timeframe.

**Revision History:**

- Version 1.0 (12-18-2023): Initial document creation by Dominique Bruso.

**References:**

- Microsoft User Guide: <https://learn.microsoft.com/en-us/windows-server/>
- Code Fellows Github:  
<https://github.com/codefellows/seattle-ops-301d14/blob/main/class-15/SOP-example-template.md>