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| Home Start Realty |
| MEMO – Internal, Confidential |

To: Brendan McAlister

From: Chad Ballay

Subject: Disaster Plan

Here is the rough sketch of the Disaster Plan deliverables and next milestones. This is all tentative for now, but I wanted to start framing out with the database tier since that’s nearer at hand with my current duties.

As per the current events going on in the world a disaster plan that’s flexible enough to handle likely disasters scenarios is needed. The focus is maximum resilience with minimum cost/impact to business operations. There will be a multi-dimension approach with the first target being our current data tier and some initial gaps identified.

Most if not all of business process are CRUD style operations that then trigger real world execution. Any downtime or delay in recording operations exposes Home Start Realty to income loss and workflow stoppage. To that end the next milestone will be a cost/benefit analysis on selecting a Hot, Warm, or Cold site approach plus our current backup strategy.

* Hot – Exact mirror maintained with real time synchronization with the cost this entails.
* Warm – Exact mirror but will require spin up time to restore from last backup that’ll require fleshing out SLA’s with teeth.
* Cold – Rebuild from scratch but delivers cheapest month to month cost.

I’ll pull together some numbers and research the topic over the next two weeks so we can actually dissect this together. My initial research says that Warm is our likely best answer since our business insurance policy is fairly broad in its coverage. This lays the groundwork for getting into the actual request about increasing our security as a whole but that isn’t in scope for this beginning report.