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**HANDOVER PLAN**

**FOR**

**COMBINED SYSTEM DEVELOPMENT SERVICES**

**FOR**

**LICENSING SELF-CERTIFICATION PORTAL**

**FOR**

**BUILDINGS DEPARTMENT**

**Version: 0.1**

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? The Government of the Hong Kong Special Administrative Region

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# 1. Environment Description

Production and UAT environment:

[an image here]

List of machines and virtual machines:

DR environment:

[image here]

List of machines and virtual machines:

# 2. Purpose

This document is a checklist of handover materials within project scope; and it also provides relevant information to the support maintenance staffs who will be maintaining this system in the future. All these deliverables should be received from system implementation team of the Licensing Self-Certification Portal (LSCP); to the Buildings Department (BD) of the Government of the Hong Kong Special Administrative Region (HKSARG or the Government).

The hand-over items of this project can be summarized into the following 6 items:

1. Documentation

2. Program Source code (Backend Application, Frontend Web App, Fronted Mobile App)

3. Administration Accounts

4. System backup

5. Hardware

6. Software Packages and Licenses

## 2.1 Schedule

| Action | Date | Action Parties |
| --- | --- | --- |
| Handover |  | MC/BD |
| Verification |  | BD |

## 2.2 Verification

1. The application URL verification

The access link (URL) of each application should be verified by performing an access checking.

1. Login accounts verification

The login accounts of the applications and servers should be verified by processing login action.

# 3. Documentation

| Document | File Name | Version |
| --- | --- | --- |
| SA&D Report | ? | ? |
| Project Initiation Document (PID) |  |  |
| Physical Data Design |  |  |
| Process Data Interface |  |  |
| Data Catalogue |  |  |
| Program Specifications |  |  |
| Performance Optimization Report |  |  |
| System Test Plan, Spec and Results |  |  |
| Unit Test Cases and Results |  |  |
| Load Test Plan and Result |  |  |
| Training Plan |  |  |
| User Manual |  |  |
| System Installation Plan Report |  |  |
| DR Plan |  |  |
| DR Drill Test result Report |  |  |
| WCAG |  |  |
| UAT Plan and Results |  |  |
| Application Operation manual |  |  |
| Computer Operation Procedures Manual | ? | ? |
| Data Manual | ? | ? |
| System Maintenance Plan | ? | ? |
| User Procedures Manual | ? | ? |
| Security Incident Handling Procedure | ? | ? |
| Handover Plan | ? | ? |
| System Manual | ? | ? |
| Program Manual | ? | ? |
| Project Evaluation Report | ? | ? |

# 4. Program Source Code

| Component | Machine | Directory |
| --- | --- | --- |
| Frontend Application |  |  |
| Backend Application |  |  |
|  |  |  |

# 5. Administration Accounts Checklist

In this section, it will list the user account for management in the different areas.

# Administration Accounts on LSCP

| Environment | User Type | User account | Password |
| --- | --- | --- | --- |
| UAT | BD Admin |  |  |
| PRD / DR | BD Admin |  |  |
|  |  |  |  |

# 6. Backup

[RY Note: Following content needs to check]

## 6.1 VM Backup

Backup service is carried out by backup server.

Daily VM image backup is carried out and store in the backup servers. A further copy of production VM images is copied to DR?s backuper server.

## 6.2 Database Backup

Database full export backup: this type of backup contains full database exported database objects including schemas, table structures, packages, stored procedures and data.

Daily full export backup is done on DB servers, data stored on the DB servers and further backed up by VM Backup.

# 7. Outstanding Items/Issues

Nil.

# 8. Licensed Software

[RY Note: Items are for reference only. They are incorrect]

| Item | Amount | Expire At |
| --- | --- | --- |
| Windows 2022 Standard (16-Core) - Perpetual |  |  |
| SQL 2019 Standard (2-Core) - Perpetual |  |  |
| Veeam Availability Suite Universal License (10-Instance) with 3 year prod support |  |  |
| Symantec SEP License (3 years) |  |  |
| Kiwi Log Servers (with 3 year support & subscription) |  |  |
| vSphere Standard (basic Support with 3years SNS) |  |  |
| vCenter Standard (basic Support with 3years SNS) |  |  |

# 9. System Summary (from System Manual)

This section summarizes the system from the System Manual for quick reference during handover. For complete details, please refer to the System Manual.

## 9.1 Objective

The users of the LSCP can be classified into two categories:

* BD Officers
* Public users involved in site inspection and site monitoring

The primary objective of LSCP is to provide an electronic platform for site inspection and site monitoring personnel to provide, manage, and review the inspection and monitoring records.

## 9.2 System Architecture

This is an overview of the system structure of LSCP in the Production Environment. For detailed diagrams, please refer to the System Manual.

The system is hosted on two datacenters: On-premise (WKGO) and Government Cloud Infrastructure Services (GCIS).

The On-premise system is behind an internal firewall that uses NAT to separate into 3 subnets: Production, UAT and DEV for internal users only.

A reverse proxy server with load balancing function is used for increased security and share the incoming requests to the frontend web servers.

The system on GCIS is divided into 3 subnets: Internet DMZ (iDMZ), Trusted Zone and Gnet DMZ (gDMZ).

Both iDMZ and gDMZ contain a reverse proxy server and a Web Application Firewall (WAF) also deployed in front of the iDMZ for increased security access.

External users (i.e. public users) access the system from the internet through the internet using LSCP Web Application, which interacts with the Application Server through the reverse proxy server. The Application Server hosts the static web interface files.

Internal users access the internal BDSCS application from BD intranet, would connect to the BD Web Servers in the Trusted Zone, through the Departmental Portal (OSDP).

## 9.3 System Functions

|  |  |
| --- | --- |
| Function ID | Function Name |
| UF-WEB-001-1 | Public User Authentication with Password |
| UF-WEB-001-2 | Logout system to clear user session |
| UF-WEB-001-3 | Single User Session |
| UF-WEB-001-4 | GEO and BD User Authentication |
| UF-WEB-001-5 | Public User Authentication with iAM Smart |
| UF-WEB-001-6 | Forgot Password |
| UF-WEB-001-7 | Change Password |
| UF-WEB-001-8 | Public Users create/register an account |
| UF-WEB-001-9 | User Account Confirmation |
| UF-WEB-001-10 | Resend User Account Confirmation Email |
| UF-WEB-001-11 | User Account Detail Management |
| UF-WEB-001-12 | User Email Address Update Confirmation |
| UF-WEB-001-13 | Public User Accounts Management |
| UF-WEB-001-14 | BD User Accounts Management |
| UF-WEB-001-15 | Public User Account Password Policy |
| UF-WEB-002-1 | Assign TCPs |
| UF-WEB-002-2 | Request TCP acceptance |
| UF-WEB-002-3 | Notification for TCP assignment |
| UF-WEB-002-4 | Unassign TCPs |
| UF-WEB-002-5 | Temporary replacement of Head of Stream |
| UF-WEB-002-6 | Temporary replacement of TCP |
| UF-WEB-002-7 | Resignation of Head of Stream by BD officer |
| UF-WEB-002-8 | Notification of Head of Stream resignation |
| UF-WEB-003-1 | Listing out responsible Inspection Form |
| UF-WEB-003-2 | Listing out responsible Site-Monitoring Schemes |
| UF-WEB-004-1 | Form record submission and amendment |
| UF-WEB-004-2 | Search responsible Site Project |
| UF-WEB-004-3 | Create Site Project from the submitted Supervision plan |
| UF-WEB-004-4 | Edit and update Site Project Detail |
| UF-WEB-004-5 | List out Site Project |
| UF-WEB-004-6 | View Site Project Detail |
| UF-WEB-004-7 | Supervision Plan Detail View |
| UF-WEB-004-8 | Supervision Plan Detail Management |
| UF-WEB-004-9 | Import SMIS Excel into CDPSS |

# 10. Equipment Configuration (from System Manual)

This section provides a summary of the equipment configuration. For detailed information, refer to Section 6 of the System Manual.

## 10.1 Computer Hardware

### 10.1.1 Hardware Components

The Configuration of Physical Server in Production

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Model** | **Host Name** | **IP** | **Serial No.** | **Disk Configuration** |
| Dell PowerEdge R750 Server | prd-scs-admin-server-01 | 192.168.10.22, 10.5.161.206 | F646RX3 | RAID-5 |
| Dell PowerEdge R750 Server | prd-scs-admin-server-02 | 192.168.10.23, 10.5.161.207 | D646RX3 | RAID-5 |
| Dell PowerEdge R750 Server | prd-scs-nas | 192.168.10.35, 10.5.161.218 | ??? | ??? |

The Configuration of SAN storage in Production

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Model** | **Serial No.** | **No. of hard disks** | **IP Address** |
| SAN Switch | Dell DS6610B | FRC1924T0CC | N/A | 192.168.10.16 |
| SAN Switch | Dell DS6610B | FRC1924T0CD | N/A | 192.168.10.17 |
| SAN Storage | Dell PowerStore 500T | HV1NBX3 | 11 | 192.168.10.26, 192.168.10.27, 192.168.10.28, 192.168.10.29 |

The Configuration of Backup storage in Production

| **Type** | **Model** | **Serial No.** | **Volume Size** | **IP Address** |
| --- | --- | --- | --- | --- |
| Backup Appliance | Dell DataDomain 3300 | 17XMBX3 | 15TB | 192.168.10.20 |

The Configuration of Tape Library in Production

| **Type** | **Model** | **Serial No.** | **No. of slots** | **IP Address** |
| --- | --- | --- | --- | --- |
| Tape Library | Dell ML3 | 3555L3A7801YY0 | 35 | 192.168.10.20 |

The Configuration of Firewalls in Production

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Host Name** | **Internal IP** | **External IP** | **Model** | **Serial No.** |
| PA-850-SCSPri | 192.168.10.12 | 10.5.161.205 | Palo Alto PA-850 | 11901063047 |
| PA-850-SCSSec | 192.168.10.13 | 10.5.161.220 | Palo Alto PA-850 | 11901063049 |

The Configuration of switches in Production

| **Host Name** | **Internal IP** | **Model** | **Serial No.** |
| --- | --- | --- | --- |
|  | 192.168.10.14 | Catalyst |  |
|  | 192.168.10.15 | Catalyst |  |

The Configuration of KVM in Production

|  |  |
| --- | --- |
| **Model** | **Serial No.** |
| Cyber View |  |

The Configuration of UPS in Production

|  |  |  |
| --- | --- | --- |
| **Model** | **Serial No.** | **IP Address** |
| Vertiv? Liebert? GXT5 3000 | 2102311887222A010008 | 192.168.11.20 |
| Vertiv? Liebert? GXT5 3000 | 2102311887222A010004 | 192.168.11.21 |

Hardware Components of Production Servers

Partition Configuration of Production Servers

| **Host Name** | **Drive** | **Capacity** | **Description** |
| --- | --- | --- | --- |
| prd-scs-admin-server-01 | local | 2.4TB | VMware?ESXi Operating system |
| prd-scs-admin-server-02 | local | 2.4TB | VMware?ESXi Operating system |
| PS500T-Cluster1 | VM\_Volume01 | 20TB | Shared pool of storage space |
| PS500T-Cluster1 | QuorumDisk-VM-1 | 2.5GB | Shared pool of storage space |
| prd-scs-nas | C: | ??? | OS |
|  | D: | ??? | Data |

The Configuration of Physical Server in DR Site

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Model** | **Host Name** | **IP** | **Serial No.** | **Disk Configuration** |
| Dell PowerEdge R750Server | dr-scs-admin-server-01 | 192.168.20.17, 10.5.174.216 | G646RX3 | RAID-5 |
| Dell PowerEdge R750Server | dr-scs-nas | 192.168.20.35, 10.5.174.225 | ??? | ??? |

The Configuration of SAN storage in DR Site

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Model** | **Serial No.** | **No. of hard disks** | **IP Address** |
| SAN Switch | Dell DS6610B | FRC1924T0CE | N/A | 192.168.20.14 |
| SAN Storage | Dell PowerStore 500T | 3W1NBX3 | 11 | 192.168.20.20, 192.168.20.21, 192.168.20.22, 192.168.20.23 |

The Configuration of Backup storage in Production

| **Type** | **Model** | **Serial No.** | **Volume Size** | **IP Address** |
| --- | --- | --- | --- | --- |
| Backup Appliance | Dell DataDomain 3300 | J6XMBX3 | 15TB | 192.168.20.25 |

The Configuration of Firewalls in DR Site

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Host Name** | **Internal IP** | **External IP** | **Model** | **Serial No.** |
| PA-850-SCSDR | 192.168.20.12 | 10.5.174.215 | Palo Alto PA- |  |