Procedure for Backup Mechanism

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WorkmatecLogo.png

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# Purpose

Purpose of this document is to identify the working items, backup media and roles & responsibilities. Backup life cycle will describe that how backups will be performed.

# Working Items

Backups are taken of the following working items:

|  |  |  |
| --- | --- | --- |
| **Item** | **Detail** | **Working Location** |
| Source Code | Source Code contains all source files of Workmatec application. These files are kept under Microsoft Visual Studio Source Safe for version control. | \\WORK\_SERVER\SourceSafe |
| Internal Database | SQL Server 2012 database(s) used for development of Workmatec application | \\WORK\_SERVER\Databases |
| Online Database | SQL Azure Database connected with online instance of Workmatec | q02dsyxali.database.windows.net,1433 |
| Emails | Employees emails folder are kept on network drive for safely and easy backups. | C:\Users\[User Name]\Documents\Outlook Files |
| Official Documents | Accounts files, design documents and soft copies of correspondence with clients. | [Drive Letter]:\ [User .Name ] \ [Folder Name] \ |

# Backup Media

Backups are taken in the following media devices:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Specification/ Size** | **Path or Backup Location** | **Responsible** |
| Internal Network Drive | 500 GB HDD | a) \\WORK\_SERVER\Backups\ [Item Name]\year \ month \ day or week \ (for source code, databases, emails and official documents etc.)  b) \\WORK\_SERVER\ Backups \ Servers or client machine | System Admin |
| External Backup Drive | 1 TB USB HDD | Management is responsible to keep it at home and provides it whenever require. | Project Manager |

# Roles and Responsibilities

Following roles are involved for backup procedure:

|  |  |
| --- | --- |
| **Role** | **Responsibilities** |
| Developers | Check-in code in source control |
| System Admin | Responsible to perform backups and log management |
| Project Manager | Responsible to take copy of backups on external mediums |
| Management | Inspection |
| Auditors | Nominated by management to audit backup procedures once in a month. |

# Backup Life Cycle

Following sections will describe that how backups will be performed. Old backups will be overwritten after retention period.

## Source Code

Following table explains source code backup intervals:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interval** | **Backup Item** | **Backup Media** | **Responsible** | **Mode** | **Retention Time** |
| Daily | Source Code | Internal Network Drive | System Admin | Manual | One month |
| Weekly | Source Code | External Backup Drive | Project Manager | Manual | Last 3 internal audits. |
| Monthly | Source Code | External Backup Drive | Project Manager | Manual | Last 3 internal audits. |
| Major Release | Source Code | External Backup Drive | Project Manager | Manual | Up to 2 releases |
| On Demand | [Backup Item] | External Backup Drive | Project Manager | Manual | Last 3 internal audits. |

## Database

Following table explains Workmatec database backup intervals:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interval** | **Backup Item** | **Backup Media** | **Responsible** | **Mode** | **Retention Time** |
| Daily | Online Database | Azure Blob Storage | System Admin | Auto | Next Release |
| Weekly | Internal Database | Internal Network Drive  and  External Backup Drive | System Admin or Project Manager | Manual | Last 3 internal audits. |
| Weekly | Online Database | Network Drive  and  External Backup Drive | System Admin or Project Manager | Manual | Last 3 internal audits. |

## Server / Workstation Machines

Following table explains server and workstation machine backup intervals:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Interval** | **Backup Item** | **Action** | **Backup Media** | **Responsible** | **Mode** | **Retention Time** |
| Fresh installation | Development Server | Create Restore Point or image | Internal Network Drive | System Admin | Manual | System Update |
| Fresh installation | Workstation machines | Create Restore Point or image | Internal Network Drive | System Admin | Manual | System Update |

## Software / Documents / Emails

Following table explains backups of purchased software, documents and emails:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interval** | **Backup Item** | **Backup Media** | **Responsible** | **Mode** | **Retention Time** |
| Once | Licensed Software\* | External Backup Drive | PM | Manual | New Software Version |
| Daily | New/Updated Official Documents | Internal Network Drive | Owner | Auto sync using SyncBack software | Forever |
| Daily | Emails | Internal Network Drive | System Admin | Auto Batch File | Weekly |
| Weekly | New/Updated Official Documents | External Backup Drive | PM | Manual | Last 3 internal audits. |
| Weekly | Emails | External Backup Drive | PM | Manual | Last 3 internal audits. |

*\* All MSDN subscribed software already on cloud and can be downloaded on demand with installation product key.*

# Checklist for System Admin

## Once

|  |  |
| --- | --- |
|  | **Item** |
|  | License Software |

## Daily Checklist

|  |  |
| --- | --- |
|  | **Item** |
|  | Source Control |
|  | Online Database |
|  | Emails |
|  | New/Updated Official Documents |

## Weekly Checklist

Last working day of every week

|  |  |
| --- | --- |
|  | **Item** |
|  | Source Control |
|  | Internal Database |
|  | Online Database |
|  | Emails |
|  | New/Updated Official Documents |

## Monthly Checklist

Last working day of every month

|  |  |
| --- | --- |
|  | **Item** |
|  | Source Control |
|  | Development Server |
|  | Workstation machines |

## Release Checklist

After Release

|  |  |
| --- | --- |
|  | **Item** |
|  | Source Control |
|  | Internal Database |
|  | Online Database |
|  | Server and Workstation machine backups |

# Response Time for Backup Restore

Following is the restore time of backups if needed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item type** | **From Media** | **Responsible** | **Restore Time** |
| Databases | Internal Network Drive | System Admin | Max 1 hour |
| Source Control | Internal Network Drive | System Admin | Max 1 hour |
| Official Documents | Internal Network Drive | System Admin | Max 1 hour |
| Emails | Internal Network Drive | System Admin | Max 10 minutes |
| Databases | External Drive | System Admin | Within 24 hours |
| System Image | External Drive | System Admin | Within 24 hours |
| Emails | External Drive | System Admin | Within 24 hours |
| Official Documents | External Drive | System Admin | Within 24 hours |

# Backup Log

System Admin updates backup log app after performing required action. It has been reviewed and checked by the management/auditor once in a month.

Refer to Workmatec Backup Log process for entering record and reports.