# Backup Strategy:

The below is the backup strategy for all kinds of data available in the system.

1. Backup of student data is done daily for every two years and all the data related to student is kept for 180 days after graduation.
2. Employees data is backup daily for 2 years. Here according to client requirement, we have used a multiple layer redundancy approach to backup the data to ensure that the data is secure.

**Network Redundancy**: Making sure that the network never slows done while hosting the web services.

**Hardware Redundancy**: Making sure to have an extra set of storage space or drive when the primary drive is malfunctioned

**Geographical Redundancy**: Whenever there is failure in the datacenter then it should automatically direct to other data center.

**Power Redundancy**: Due to power outrages the data, which is being backed up might stop, so it always a good idea to have extra power unit

1. All data related to financial department is backed up for 7 years
2. Every time when the data is created the restore point are created at the same ,the restore points are every helpful to have rollback of data if any changes are made accidentally by the users.

# Data Capacity

Currently on-premise infrastructure has G drive which is used for network file share where each file share is 8Tb and there are 200 file shares on whole and there is a SharePoint 2013.

The functioning of this file share is for storing and collaborating on work documents for employees and for students its used same purpose but on the school documents.

So, after migrating into cloud Premise it gives a storage space of 1TB which can be increased exponentially up to unlimited data based on requirement.

All the employees file share and student file shares can be migrated to One drive and department file share to SharePoint online and all the data of Finance ,HR, academics which is in SharePoint 2013 to SharePoint Online.