| Departmental Business Continuity Worksheet (Technology) April 4th, 2019 | GREY ROOTS MUSEUM | Staff | RTO |
|---|---|---|---|
| | | 19 | |

| RTO | |
|---|---|
| | 2-4 weeks |
| | 7-days |
| | 3-days |
| | 24-hours |
| | 0-4 hours |

Grey County is committed to the coordinated delivery of responsive and cost-effective services that strengthen the economic, social, environmental, and cultural wellbeing of the diverse communities we serve.

The Finance Department assists the Corporation in this purpose as it holds the fiduciary responsibility for the Corporation and provides a wide range of professional financial services including: procurement, cash management, budget planning, accounting, reporting and risk management.

## Critical Functions and Recovery Time Objectives

| Service/Process | RTO | Impact | Manual Processes/Alternatives |
|---|---|---|---|
| PUBLIC INFORMATION SERVICE | | • Reputation – visitors unable to find museum event dates <br>• Loss of revenue | • Post public notice on social media and media outlets (Facebook, twitter, radio stations) |
| MUSEUM ARCHIVAL | | • No public research | • |
| MUSEUM COLLECTIONS | | • Reputation due to inability to answer questions from public <br>• Loss of revenue from donations | • |
| EVENT COORDINATION | | • Reputation and lost revenue due to inability to host events <br>• Largest source of revenue | • |
| EXHIBITS & PRESENTATIONS | | • Reputation and lost revenue | • |
| KIDS CAMPS | | • Second biggest source of revenue would be gone | • |

## SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES

| Application | Function | Location | Description | Support Contact |
|---|---|---|---|---|
| Great Plains | ERP solution | Primary Datacenter | Financial software | Information Technology |
| PastPerfect | Collections | Primary Datacenter | | Information Technology |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

## VITAL RECORDS, FORMS AND DOCUMENTS

| Vital Record | Description | Storage Location | Format | Updated |
|---|---|---|---|---|
| Volgistics | Volunteer Management | External | Digital | Daily |
| GP Database | Great Plains database | Primary Datacenter | Database | Daily |
| Eloquent | Archives database | Primary Datacenter | Database | Daily |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## TECNOLOGY REQUIREMENTS

| Type | Normal | Minimal (MSL) | Comments |
|---|---|---|---|
| Telephones (Mobile) | TBD | 1 | |
| Network Computers w/ Office, Adobe Suite, Internet | TBD | 5 | |
| Microsoft Dynamics Retails Management System (POS) | TBD | 1 | |
| Network Printer | TBD | 1 | We need to be able to print reports within 2 weeks |
| | | | |