

Departmental Business Continuity Worksheet (Technology) April 4 th , 2019		ECONOMIC DEVELOPMENT		Staff 3	RTO 2-4 weeks
DEPARTMENT DESCRIPTION NOT PROVIDED					7-days
					3-days
					24-hours
Critical Functions and Recovery Time Objectives					0-4 hours
Service/Process	RTO	Impact	Manual Processes/Alternatives		
EVENT COORDINATION		<ul style="list-style-type: none"> If we had to cancel a major event like a job fair, we would damage our reputation, and potential impact to participants, ie those looking to hire. 	<ul style="list-style-type: none"> 		
RESEARCH & DATA SHARING		<ul style="list-style-type: none"> Businesses losing an avenue for making informed economic and investment decisions, losing track of big picture performance of the region. 	<ul style="list-style-type: none"> 		
FACILITATION		<ul style="list-style-type: none"> Potential loss of investment opportunities and damage to reputation. 	<ul style="list-style-type: none"> 		
MARKETING		<ul style="list-style-type: none"> Potential loss of investment opportunities and damage to reputation. 	<ul style="list-style-type: none"> 		
REPORTING		<ul style="list-style-type: none"> Potential missing of deadlines could result in lost or missed funding. 	<ul style="list-style-type: none"> 		

SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES				
Application	Function	Location	Description	Support Contact
Alfresco	Enterprise Content Management	Primary Datacenter	File repository	Information Technology

VITAL RECORDS, FORMS AND DOCUMENTS				
Vital Record	Description	Storage Location	Format	Updated
PostgreSQL	Alfresco Database	Primary Datacenter	Database	Daily
Various Files	File Server	Primary Datacenter	Digital	Daily

TECNOLOGY REQUIREMENTS			
Type	Normal	Minimal (MSL)	Comments
Computer w/ network/Internet access to Alfresco and file server	3	2	Include MS Office and Adobe