

Departmental Business Continuity Worksheet (Technology) April 4 th , 2019			TRANSPORTATION (ENGINEERING)		Staff 8	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			
TENDERS		<ul style="list-style-type: none">Consequence from failure to provide: delay in providing goods and services that would benefit the public and/or Corporation	<ul style="list-style-type: none">			
PERMITS		<ul style="list-style-type: none">Consequence from failure to provide: delay in providing approvals for the above noted scenarios. Verbals could be given in emergency situations.	<ul style="list-style-type: none">			
CONSULTATION/REVIEWS		<ul style="list-style-type: none">Consequence from failure to provide: delay in comments to applications may delay related projects/work.	<ul style="list-style-type: none">Verbals could be given in emergency situations.			
PROPERTY LOCATES		<ul style="list-style-type: none">Consequences from failure to provide: delay in providing above noted service may impact location of installed utility locations, fences...etc. which may impact road operations	<ul style="list-style-type: none">			
COMPLAINTS TRACKING		<ul style="list-style-type: none">Consequence from failure to provide: delay in responding to complaints may result in tarnished reputation.	<ul style="list-style-type: none">Should be able to respond and track on paper.			
UTILITY LOCATING		<ul style="list-style-type: none">Consequence from failure: could result in damage to county infrastructure if the county was unable to provide an emergency locate.	<ul style="list-style-type: none">			
TRAFFIC SIGNALS (MAINTENANCE)		<ul style="list-style-type: none">Consequence from failure: traffic rules revert to four-way stop sign when signals aren't working; however, minimum maintenance standards allow for a 1-day window to repair broken traffic signals.Failure to meet these standards could result in costly litigation, especially if there is an accident and the County is found at fault	<ul style="list-style-type: none">			

SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES				
Application	Function	Location	Description	Support Contact
Microsoft Exchange	Email	Primary Datacenter	Email	Information Technology
GIS	GIS	Primary Datacenter		Information Technology
Alfresco	Enterprise Content Management	Primary Datacenter	Access to files	Information Technology

VITAL RECORDS, FORMS AND DOCUMENTS				
Vital Record	Description	Storage Location	Format	Updated
MSSQL	Database (GIS)	Primary Datacenter	Database	Daily
PostgreSQL	Database (Alfresco)	Primary Datacenter	Database	Daily
Autodesk Civil 3D, AutoCAD	Files	Primary Datacenter	Digital	Daily

TECNOLOGY REQUIREMENTS			
Type	Normal	Minimal (MSL)	Comments
Telephones (Cell)	9	6	
Networked Computer (w/Internet access)	9	2 - 6	Loaded with Office, Autodesk Civil 3D, AutoCAD. Access to file server