

Team Four Milestone 4

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Executive Summary

This report represents a backup and continuity plan designed to protect our company, Geezertown Investments, from losing data and keeping the company running during emergencies. Our team chose a hybrid backup system that uses both on-site storage and cloud backups. From this decision, this allows the company to have fast access to daily files, extra security through encrypted cloud backups, and long term protection through off-site tape storage.

On-site storage is often handled through new HDD and SSD drives which are added to the company's existing server. These drives are used to hold daily work files and allow quick recovery in case things are changed or deleted by accident. Each week, critical data will be copied onto LTO-8 backup tapes using an HPE Ultrium tape drive. These tapes are stored in a secure, climate controlled location just about 10 miles away to keep them safe from natural disasters like floods or fires.

For subsidiary protection, we use Microsoft OneDrive, Azure Backup, and Azure Site Recovery. These applications give employees easy access to their files and ensure that important company data stays available even if the main office or tape backups become unavailable. We also specified encryption tools like BitLocker and Azure's own security features to keep all stored data protected. In order to develop this plan, we made multiple key assumptions regarding the security and dependability of our cloud backup provider, the company's ability to support the required backup infrastructure, and a secure off-site storage location. These are outlined in the Additional Assumptions section.

To ensure business operations and remain the same during power outages, our plan included an APC Easy UPS 3S for short term backup power and a Generac Guardian 18kW natural gas generator for long term power. The UPS allows critical equipment to keep running until the generator turns on. This authorizes the office to work through extended outages without losing data.

Overall, this plan provides multiple layers of protection such as on-site backups for fast access, off-site tapes for reliable long-term storage, cloud backups for redundancy, and backup power to keep the office operational. Our overall total estimated cost for all hardware, cloud services, software, and equipment is \$44,389.15 for the first year.

Additional Assumptions

For this backup and continuity plan, we assume that the company already has a functional IT infrastructure, including a Dell PowerEdge T160 Tower Server and employee devices running Windows operating systems. Because of this, no major server upgrades are necessary beyond the additional backup storage specified in this plan. The company currently does not maintain an offsite backup location, so we assume that backup tapes can be securely stored in a climate-controlled storage unit approximately ten miles from the main office. This distance protects against local disasters such as fires, floods, or other hazards while ensuring accessibility when needed. Employee devices are assumed to fully integrate with Microsoft 365 Business Standard and Azure, allowing secure offsite backups with built-in encryption. We also assume that Microsoft Azure functions as a secure, dependable cloud backup provider, which offers sufficient protection against data breaches, service outages, and data loss, and that its built-in encryption and recovery tools meet the company's business continuity requirements. We assume that employees whose roles can be performed remotely have access to necessary devices and reliable internet connectivity, enabling them to maintain limited operations if the office becomes inaccessible.

We further assume that natural gas service is available at the office location to support a standby generator, and that uninterruptible power supply (UPS) units will provide sufficient short-term power during outages until the generator comes online. All software necessary for backup management, encryption, and cloud services, including Veeam Backup & Replication Enterprise Plus and BitLocker through Windows 11 Pro upgrades, will be properly licensed and installed. Sensitive client data will be encrypted before being sent to the cloud, and encryption keys will be stored securely offsite, separate from the backup data. Finally, we assume that the proposed backup and continuity solution, including hardware, software, cloud services, UPS units, generator, fuel, and offsite storage, will remain within the estimated first-year budget. These assumptions are designed to ensure the company can maintain data integrity, protect client information, and continue operations in the event of any foreseeable disaster or contingency.

Backup & Continuity Plan

Our team has devised a backup and continuity plan for the IT infrastructure and general business operations of Geezertown Investments with a hybrid approach utilizing on-site disk storage and a cloud backup provider. The plan was developed with emphasis on efficiency and security and the mission to meet Geezertown's goal of immediate customer service. Items specified in this report pertain to further securing company assets, methods and equipment for safely storing data, and solutions to unforeseen circumstances such as power outages. Overall, the items specified in this Milestone Report come out to an estimated total of \$44,389.15.

We have specified a few HDD's and SSD's with proper connectors for our existing server, which will be used for bulk data storage and storage of frequently used/accessed files, respectively. This is the primary, day-to-day repository for data pertaining to business operations, which will be backed up daily - the backups will then be written to our LTO-8 tapes weekly, using the HPE Ultrium Tape Drive, which connects to our server via an external port. Daily and weekly backup management will be taken care of using the Veeam software, which is compatible with both of the specified types of media. They will then be stored in a climate and temperature-controlled storage unit with Mini Mall Storage which is a fenced facility with electronic gate access and 24-hour video recording. Tapes and off-site storage offers us a reliable, cheap, long-term medium for data storage which will be safe from any breaches of our office's network, or any natural disasters that may impact the main office equipment. The usage of disks for temporary storage on our server is necessary for accessing any files that are frequently used, or recovering any files that were accidentally deleted or edited.

The other half of our hybrid approach consists of cloud backup and storage options for employees to improve efficiency and security. We have specified Azure as our cloud backup provider and plan to use their Azure Backup service to encrypt any critical data and ensure it is stored in multiple locations in case of disaster. Azure Site Recovery will ensure that we can continue services in case of an outage, further ensuring continuity of business operations when faced with unforeseen circumstances. All employees will also have access to OneDrive from their Microsoft OS License which will supplement their data

storage/access needs. Additionally, every employee has been provided encryption tools like BitLocker through upgrading our Windows 11 Home licenses to Windows 11 Pro; by using these encryption tools before storing data in the cloud (which is also encrypted), we ensure all data is secured with 2-layer encryption. This cloud-related portion of our plan ensures that in the case of a fire or robbery of our tape storage location, we can continue business operations through Azure backups; conversely, if Azure has an outage or lost a portion of our data due to technical issues, we would have archived data at the physical location.

Finally, we've specified the APC Easy UPS 3S to be installed in the main office, as well as a Generac Guardian 18kW Generator and a 250 Gallon tank for NaturalGas (NG). The UPS will be connected to critical network devices, while the generator will supply all the network and end-user devices in the office. In case of an outage, the UPS will prevent the loss or corruption of data and allow for business operations to continue until our NG powered generator can take over to supply the main office with power. The Generator should be able to support business operations for over a week, providing ample time to address outages, while the UPS provides more than enough time to allow the generator to function. Together, these two devices ensure that Geezertown Investments are provided with uninterrupted power, propelling us towards the goal of immediate customer service.

This hybrid approach allows employees to save personal, working files to their OneDrive and the disk on their device, which allows them to share and access any files necessary for daily business operations. All data will be backed up daily, with all files being saved to the disks installed on our server, allowing quick recovery in case of accidental deletion or modification. Then, at the end of each week, Veeam software will be utilized to store critical data in Azure and write the backups to our LTO-8 tapes for archival. The UPS and generator combination will ensure that in the case of unforeseen circumstances, data is protected and customer service is not interrupted. This layered backup and continuity plan provides Geezertown Investments with an efficient, reliable system for storing and securing data and ensuring continuity of business operations.

Appendix: Items to Purchase

Required Item	Item We Specify	Why	Price	Links
Tapes for storing backups	HPE LTO-8 Ultrium 30TB Data Cartridge (10-pack)	Long-term, secure, durable onsite/offsite backup storage; Ideal for archiving server data; Ensures compliance with retention policies	\$670.99	Amazon
External port for tape mount	ATTO 8 External Port 12Gb/s SAS/SATA to PCIe 4.0 Host Bus Adapter ESAH1280GT0	Allows us to save tapes and HDDs/SSDs in the same device; removes need for extra equipment	\$583	Newegg
Tape Drive	HPE Storage LTO-8 Ultrium Rack Mount Tape Drive 5x LTO-8 30TB Data Cartridges	Needed to process tapes; comes with 5x tapes; allows rotation	\$4,922	Server Compute Works
Off-site tape storage	5x10 Climate-controlled Storage Unit	Protects tapes; fenced facility with electronic gate access & 24-hour video	\$259.16/year	Mini Mall Storage
Software for managing tapes	Veeam Backup & Replication Enterprise Plus	Enterprise-grade, supports tape, scheduling, job management, long-term retention	\$2,300	Veeam
HDD/SSD Storage	Dell NWCCG / Seagate Exos X22 22TB / Kioxia 3.84 TB / Sabrent 15.36 TB	HDDs for storage; SSDs for speed and caching; combination ensures performance & capacity	Dell \$62 / Seagate \$515 / Sabrent x2 \$4,878	Dell , Seagate , Kioxia , Sabrent
Cloud Provider	Microsoft Azure	Integrates with Microsoft OS/server; secure backups	\$3,490	Azure
Additional Cloud Storage	OneDrive	Included in Microsoft 365; encrypted cloud storage	\$0	OneDrive

Encryption Tools	Windows 11 Pro / Bitlocker	Encrypts data before cloud upload; adds security	Upgrade \$99 per system	Bitlocker Upgrade
UPS	APC Easy UPS 3S 10 KVA 208V	Protects devices from outages, brownouts, voltage drops	\$11,540	Provantage
Generator	Generac Guardian 18kW Standby Generator	Powers building during extended outages	\$5,500–\$6,500	Generac
Fuel for generator	Natural Gas	Unlimited supply; low maintenance; fast start	\$2,244	Anderson Power Services
Disaster Recovery	Azure Site Recovery + Azure Backup	Offsite replication of VMs & data; automated failover/failback	\$25–\$50/month	Site Recovery, Azure Backup



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Q2078A HPE LTO 8 10 Pack of Data cartridges
Brand: Malelo and Company

\$670⁹⁹

Get \$60 off instantly: Pay \$610.99 upon approval for the Amazon Store Card.

Brand	Malelo and Company
Memory Storage Capacity	12 TB
Write Speed	360 MB/s (native), 900 MB/s (2.5:1)
Manufacturer	malelo
UPC	857420006958

About this item

- High Storage Capacity of 12TB and up to 30 TB compressed capacity.
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Upgrade Windows Home to Windows Pro

▶ **Applies To**

Pro editions of Windows offer more advanced security and business networking features, including:

- BitLocker Drive Encryption.
- Remote Desktop.
- The ability to join a domain or Microsoft Entra ID.

This article details the steps to upgrade a device from the Home edition of Windows to the Pro edition.

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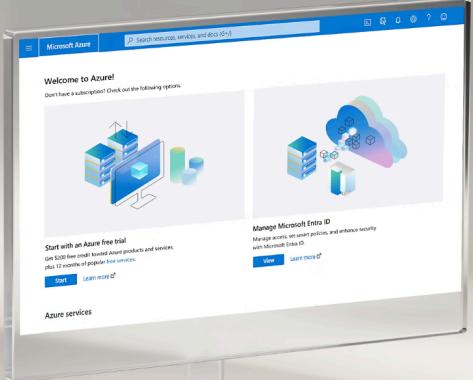
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