

Departmental Business Continuity Report September 1st, 2021	Financial Services	Staff	RTO
			<div></div> 2-4 weeks
			<div></div> 7-days
			<div></div> 3-days
			<div></div> 24-hours
CRITICAL FUNCTIONS AND RECOVERY TIME OBJECTIVES			<div></div> 0-4 hours

Service/Process	RTO	Impact	Manual Processes/Alternatives
Strategic Financial Management			
Portfolio Management and Reporting			
Risk/Insurance Management			
Regional Coordination			
Strategic Asset Management			

SUPPORTING APPLICATIONS, DATA, AND TECHNOLOGY

Critical Functions and Recovery Time Objectives (RTO), or the time by which an organization must be able to resume operations, is a major factor in planning recovery. The following worksheets list the critical applications, data, and supporting technology required by the organization for continued operation; including where they're located, backup frequency, and access details.

VITAL RECORDS, DATABASES, FORMS AND DOCUMENTS				
Vital Record	Description	Storage Location	Format	Updated

RECOVERY POINT OBJECTIVES (RPO)		
Service	RPO	Process to Recreate Data (if any)
Strategic Financial Management	1-week	test
Portfolio Management and Reporting	1-day	test

Service	RPO	Process to Recreate Data (if any)
Risk/Insurance Management		
Regional Coordination		
Strategic Asset Management		

TECHNOLOGY REQUIREMENTS			
Type	Normal	Minimal (MSL)	Comments

UPSTREAM DEPENDENCIES SUPPORTING CRITICAL SERVICES/PROCESSES				
Services/Processes	IT Services	Desktop	Cloud	Other
Strategic Financial Management	Application Services (LaserFiche + Weblink),		CCAC-HPG (SPH),	
Portfolio Management and Reporting				
Risk/Insurance Management				
Regional Coordination			CIBC PWM,	
Strategic Asset Management		TextNet,		

OTHER INTERNAL DEPENDENCIES (UPSTREAM/DOWNSTREAM)			
Services/Processes	Upstream Dependency	Downstream Dependency	Comments
Strategic Financial Management			
Portfolio Management and Reporting			
Risk/Insurance Management			
Regional Coordination			
Strategic Asset Management			

The following worksheets list notification and communication strategies, and departmental contacts (staff and vendors). The Departmental Continuity Planner is responsible for keeping these notification worksheets up-to-date although it can be delegated to a person working with the information within the department.

Service/Process	Performs thisService/Process	Can be Cross-Trained	Comments
Strategic Financial Management			
Portfolio Management and Reporting			
Risk/Insurance Management			
Regional Coordination			
Strategic Asset Management			

System	How to Use	Support Items	Access List

[illegible][illegible]

TEAM ACTION PLAN (For all services)		
RESPONSIBLE FOR PLAN INITIATION		PHONE
PRIME		
SECONDARY		
SERVICE IMPACT/DISRUPTION		