

Departmental Business Continuity Worksheet (Technology) April 4 th , 2019			TRANSPORTATION (MAINTENANCE)	Staff	RTO		
DEPARTMENT DESCRIPTION NOT PROVIDED					90		2-4 weeks
							7-days
							3-days
							24-hours
Critical Functions and Recovery Time Objectives							0-4 hours
Service/Process	RTO	Impact	Manual Processes/Alternatives				
ROAD SAFETY		<ul style="list-style-type: none">Consequences could include injuries, fatalities, and liability litigation.	<ul style="list-style-type: none">				
INFRASTRUCTURE MAINTENANCE		<ul style="list-style-type: none">Consequences could include injuries, fatalities, and liability / litigation.Financial impacts – higher replacement cost if not maintained.	<ul style="list-style-type: none">				
ACCIDENT RESPONSE		<ul style="list-style-type: none">Increased risk of liability and litigation, potential lost costs through insurance claims.	<ul style="list-style-type: none">				
TRAFFIC SIGNALS		<ul style="list-style-type: none">Liability and risk of litigation if signals were inoperable during an accident.	<ul style="list-style-type: none">				
PERMITS		<ul style="list-style-type: none">An entrance that didn't meet spec, possible unsafe.Potential for poor design (i.e. drainage issue, damage road surface).	<ul style="list-style-type: none">				
CONSTRUCTION LOCATES		<ul style="list-style-type: none">Could cause injury, damage to utility network.	<ul style="list-style-type: none">				
SIGNAGE		<ul style="list-style-type: none">Poorly placed signs could affect sight-lines on roads, which could expose the county to liability issues.	<ul style="list-style-type: none">				
TENDORS		<ul style="list-style-type: none">Contradiction of purchasing policy, potentially increased costs, etc.	<ul style="list-style-type: none">				
COMPLAINTS TRACKING		<ul style="list-style-type: none">Damage to reputation.Missed opportunity to identify deficiencies.	<ul style="list-style-type: none">				
TIME TRACKING		<ul style="list-style-type: none">Union grievances – disruption of work, employees possibly not getting paid.	<ul style="list-style-type: none">				

SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES				
Application	Function	Location	Description	Support Contact
Oscar	Road Compliance	External		Information Technology
Bellamy	Payroll and Time Tracking	Primary Datacenter		Information Technology
ArcGIS		Primary Datacenter		Information Technology
ArcGIS (ESRI)		External		
Wood	Road Conditions	External		Information Technology
Corporate Website		Primary Datacenter		Information Technology
Microsoft Exchange	Email	Primary Datacenter		Information Technology

VITAL RECORDS, FORMS AND DOCUMENTS				
Vital Record	Description	Storage Location	Format	Updated
MariaDB	Database (Corporate Website)	Primary Datacenter	Database	Daily
MSSQL	Database (Bellamy)	Primary Datacenter	Database	Daily

TECNOLOGY REQUIREMENTS			
Type	Normal	Minimal (MSL)	Comments
Computer with network access to Bellamy	Unknown	1	
Tablets with network/Internet access to Oscar, ArcGIS Online, Corporate Website, Email	Unknown	4	