

1 Deliverable Description

ID and Title: D-27 Contingency/Recovery Plan

Description: This deliverable is intended to serve as the centralized repository for the information, tasks, and procedures that would be necessary to facilitate the VT HBE management's decision-making process and its timely response to any disruptive or extended interruption of the department's normal business operations and services. It is formatted in accordance with NIST Special Publication 800-34 and required by CMS.

2 Content

Content Item	Description
1 Executive Summary	High-level summary of the plan.
2 Introduction	Purpose, scope and plan Information.
3 Contingency Plan Overview	Applicable provisions and directives, objectives, organization, contingency phases, assumptions, critical success factors and issues, mission critical systems/applications/services, and threats
4 System Description	Physical environment and technical environment.
5 Plan	Plan management, teams, data communications, backups, office equipment, furniture and supplies, and recommended testing procedures.
6 Recommended Strategies	Power, diversification of connectivity, and offsite backup storage.
7 Terms And Definitions	List of terms and definitions used in the plan.
Appendices	APPENDIX A – CONTINGENCY PLAN CONTACT INFORMATION APPENDIX B – EMERGENCY PROCEDURES APPENDIX C – TEAM STAFFING AND TASKINGS APPENDIX D – ALTERNATE SITE PROCEDURES APPENDIX E – DOCUMENTATION LIST APPENDIX F – SOFTWARE INVENTORY APPENDIX G – HARDWARE INVENTORY APPENDIX H – COMMUNICATIONS REQUIREMENTS APPENDIX I - VENDOR CONTACT LISTS

3 Development and Review Plan

Approver: Lindsey Tucker

Reviewers: Maureen Connolly, Justin Tease, Dana Houlihan, Les Birnbaum, Tena Perrelli, Greg Paradiso, Margot Thistle, Sean Sheehan, Michael Morey, Nicole Weidman, Gartner

Work plan tasks:

Unique ID	Task Name	SOV Participation	Start	Finish
5046	Deliverable: (D-27) Contingency/Recovery Plan		Tue 7/30/13	Mon 8/12/13
5047	Create Deliverable		Tue 7/30/13	Fri 8/2/13
5048	Draft Contingency / Recovery Plan		Tue 7/30/13	Fri 8/2/13
5049	Review and Approve Deliverable		Mon 8/5/13	Mon 8/12/13
5050	Intl Rev & U/D - Contingency / Recovery Plan	SOV	Mon 8/5/13	Mon 8/5/13
5051	<i>Milestone: Contingency / Recovery Plan Submitted</i>		<i>Mon 8/5/13</i>	<i>Mon 8/5/13</i>
5052	Rev, Rvs and Appr - Contingency / Recovery Plan	SOV	Tue 8/6/13	Mon 8/12/13
5053	<i>Milestone: Final Contingency / Recovery Plan Approved</i>		<i>Mon 8/12/13</i>	<i>Mon 8/12/13</i>

4 Acceptance Criteria

- Includes management policies and procedures to maintain or restore business and technical operations in the event of emergency, system failure, or disaster.