

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.

Deliverable Owner: Matt Kristin

Proposal/Contract Reference: Amendment No. 1 to Master Services Agreement, Exhibit E, section 1.2.3 Construction Deliverables

2 Content

Content Item	Description
1 Executive Summary	High-level summary of the plan, including the intended audience.
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 Approver, Reviewers, and Work Plan

Approver: Justin Tease

Reviewers: Rick K, Paul Haigh, 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.

Revision History

Version	Date	Modified By	Description
1.0	03/05/2013	Corina Gasner	Delivered to SOV for review
2.0	04/17/2013	Mike Blake	Revisions per IV&V review