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| Course: | ISQA 4120 – System Design & Implementation |
| Document: | Comprehensive Systems Control Plan |
| Comprehensive Systems Control Plan Outline | |
| * Introduction * The purpose of this document is to be prepared in case of an emergency. While we can’t be prepared for all emergencies, we can be prepared for most. * Data Entry Controls * Input errors * Check to make sure all fields have a valid entry * Validate that all fields have the correct format * Validate that all fields are within the correct scope * Validate that all fields are * Audit control * Keep track of when orders are made and by whom * Keep track of when backups are ran and by whom * Output Controls * Controlling batch output * Place printed order in proper bin in file cabinet * Database Controls * Database back-up and recovery * Back-up database every week * Back-up to be completed on pc and on external hard drive * Access Controls * Password * Password will be required in order to gain access to database * Password will have to be at least 8 characters long * Software Controls * Unintentional errors * Keep Microsoft Access current and updated * Run update check every week to look for patches and updates * Intentional errors * Run anti-virus program every week * Keep anti-virus program current and up to date * Run malware program every week * Keep  malware program current and up to date * Hardware Controls * PC Control * PC to remain in office * Office door to remain locked when no one is in it. * PC to be plugged in to a surge protector * External hard drive to be placed in safe when not being used * PC to be cleaned every week * Disaster Recovery Section * Contention Plan * Drop what you are doing * Get everyone to a safe location * Contingency Plan * If PC is no longer working, get a new PC * Get external hard drive from safe * Recovery Plan * Check with Insurance for coverage * While waiting for new PC, revert back to pen and paper process * Once PC is working, use external hard drive to load latest back-up | |