



Business Continuity / Disaster Recovery Preliminary Questionnaire

General Information:

Company:			
Primary Business Contact:			
Phone:		Email:	
Executive Sponsor:			
Phone:		Email:	
Primary Technical Contact:			
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Instructions: The importance of obtaining this information will assist in architecting a "Preliminary" proposal to meet your organizations specific business and technical requirements. Please complete this form and return to your T3i Account Executive so we can draft your proposal.

Business Continuity & Disaster Recovery Framework

Phase 1: Discovery & Valuation

The goal of this phase is to identify business critical functions, with a focus on key processes, personnel, information systems, and information assets. In addition, a cost-benefit analysis is performed to determine the potential financial impacts for downtime and recovery.

Phase II: Mitigation and Recovery Strategies

The goal of this phase is to identify effective mitigation and recovery strategies with a focus on recovery of equipment, information systems, information assets, facilities, and personnel.

Phase III: Plan Documentation & Implementation

The goal of this phase is to develop comprehensive documentation including detailed policies and procedures for continuity and recovery.

Phase IV: Testing & Maintenance

The goal of this phase is to develop policies and procedures for training, testing, and maintenance of the recovery and continuity plan.

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PART ONE – GENERAL BUSINESS QUESTIONS & REQUIREMENTS

1. Identify the primary line(s) of business for your organization.

2. Identify the average percentage of revenue for each line.

3. Do you support any wholly or partially owned subsidiaries which will be supported during Continuity and Recovery? If so, please identify, including primary line(s) of business.

4. Are you or any of your subsidiaries publicly traded? If so, please identify.

5. Please identify the key business processes of your organization.

6. Is current workflow and process documentation available for each of the key processes identified?

7. Have you defined an acceptable loss or downtime ratio for each key process identified? If so, please list acceptable downtime by process(es) identified in question 6 above.

8. Do you currently engage in cross training for key functional roles?

9. Has the Executive Committee defined a budget and resource level for this project?

10. Does process documentation exist for all critical internal processes?

11. Does training documentation exist for all critical internal processes?

12. Identify primary requirements for managing each unit, including staffing requirements, time to complete primary tasks, and individual requirements?

13. Identify average length of employment by critical business unit

14. Do change management processes exist for managing major changes within the organization?

15. Identify any critical external support resources required by business units (i.e. outside legal counsel, external auditors etc.)

16. Identify status of critical assets i.e., paper, electronic, external filing etc.



PART TWO – TECHNICAL QUESTIONS & REQUIREMENTS	
1. Please provide current asset inventory for all network managed assets, including operating systems, hardware builds, etc.	
2. Please provide current network topology and architecture documentation of all affected networks, including external communication.	
3. How many remote sites or co-location facilities are included within the range for Continuity and Recovery?	
4. How many remote users are included in the range for continuity and recovery?	
5. What is the current method for Data Backup and Recovery? Please specify hardware and software.	
6. What method for secured communication is employed? (VPN, SSL certificates, etc)	
7. Does the organization support or manage Web sites engaged in data collection or e-commerce?	
8. Do you currently co-locate or replicate data across networks?	