

## IT and Business Continuity

It is important when taking inventory of the needs of the department we do not forget to include IT needs.

Identify key applications and databases like departmental software, financial systems, inventory management tools, communication platforms, and department-specific apps as crucial for critical functions.

To ensure smooth operations during any disruption, identify how quickly you need this application recovered for each critical app. The Recovery Time Objective (RTO) represents the maximum acceptable downtime.

Identify who is in responsible for the software, is it someone in your department? Do you contract an outside vendor? Do you have a technical expert who manages the day-to-day operations?

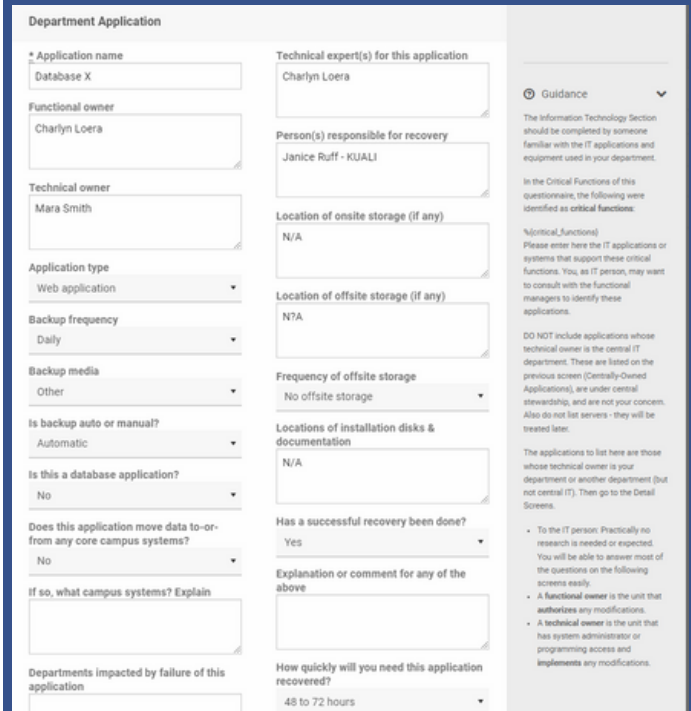
With these measures in place, your department will be one step closer to ensuring a resilient and adaptable workplace.



## Tip of the Month

Under the Information Technology section, the tab Departmental Applications is the section you can keep a list of applications.

The software will prompt you to answer questions in order to get a better understanding of the software.



**Department Application**

\* Application name: Database X

Functional owner: Charlyn Loera

Technical owner: Mara Smith

Application type: Web application

Backup frequency: Daily

Backup media: Other

Is backup auto or manual?: Automatic

Is this a database application?: No

Does this application move data to or from any core campus systems?: No

If so, what campus systems? Explain:

Departments impacted by failure of this application:

Technical expert(s) for this application: Charlyn Loera

Person(s) responsible for recovery: Janice Ruff - KUALI

Location of onsite storage (if any): N/A

Location of offsite storage (if any): N/A

Frequency of offsite storage: No offsite storage

Locations of installation disks & documentation: N/A

Has a successful recovery been done?: Yes

Explanation or comment for any of the above:

How quickly will you need this application recovered?: 48 to 72 hours

**Guidance**

The Information Technology Section should be completed by someone familiar with the IT applications and equipment used in your department.

In the Critical Functions of this questionnaire, the following were identified as critical functions:

*(Critical Functions)*  
Please enter here the IT applications or systems that support these critical functions. You, as IT person, may want to consult with the functional managers to identify these applications.

DO NOT include applications whose technical owner is the central IT department. These are listed on the previous screen (Centrally-Owned Applications), and are under central stewardship, and are not your concern. Also do not list servers - they will be treated later.

The applications to list here are those whose technical owner is your department or another department (but not central IT). Then go to the Detail Screens.

- To the IT person: Practically no research is needed or expected. You will be able to answer most of the questions on the following screens easily.
- A functional owner is the unit that authorizes any modifications.
- A technical owner is the unit that has system administrator or programming access and implements any modifications.

UPitt Ready

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