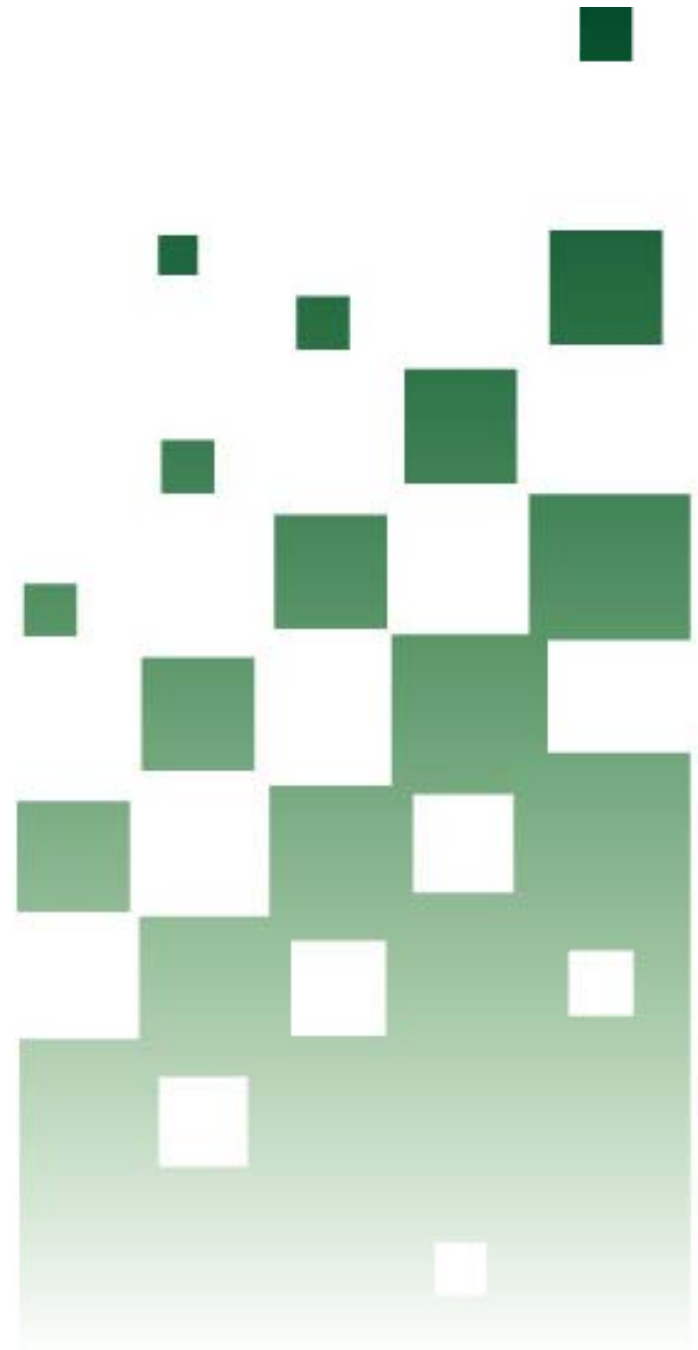


Developing a Disaster Recovery Plan

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DR Planning for Cash Management: A Case Study

- ◆ Follow-up to Treasury Symposium 2006 – Business Continuity Panel
- ◆ UI's Cash Management Effort
- ◆ Key First Steps
 - Identify a reliable project resource
 - Keep the project simple
 - Be deliberate

Analyze Your Business

- ◆ Understand your business processes
 - Documenting for DR purposes is a 2-for-1 opportunity. Learn why things are and find how to make improvements.
- ◆ Identify essential business functions
 - Payroll
 - Accounts receivable/payable
 - Student financial aid refunds
 - Tuition / Grants / Appropriations / Collections
- ◆ Identify possible vulnerabilities
 - Maintain risk controls – Positive Pay must function

Assess the Risks

- ◆ Understand the types of potential emergencies, likelihood of occurrence and the severity of impact

External

<i>Emergency</i>	<i>Likelihood</i>
Severe Weather Computer Attacks	High
Flooding	Medium
Fire Bank Closure	Low

Unit Specific

<i>Emergency</i>	<i>Likelihood</i>
Data Loss or Network Failure	High
Insufficient Staffing	Medium
Hardware / Software Failure	Medium

Develop a Strategy

- ◆ Take the necessary steps to mitigate risk
 - Assess – play the “What If?” game
 - Prioritize – identify highest cost risks
 - Prevent – create contingencies or redundant capabilities for the big risks
 - Compromise – be willing to postpone the “small stuff” in a short-term situation

UI's Strategic Tools

- ◆ Bank-provided security tokens
- ◆ Encrypted flash memory device
 - www.lexar.com/jumpdrive/lightning.html
- ◆ PasswordVault™ software
 - www.lavasoftware.com
- ◆ Web-based bank software
- ◆ Uniform / compatible PC software

Develop a Plan

- ◆ Be clear about roles & responsibilities
 - First person aware of the situation is in charge until formally relieved.
 - Cross train, cross train, cross train !
- ◆ Make the plan easy to understand & flexible
- ◆ Keep a limited scope
 - Attempting to anticipate all aspects of a disaster ~~can~~ will lead to a poor plan of action
 - UI limited DR plan to daily cash management activities only. Conduct banking & investment business successfully; other units will cooperate and/or assist as necessary.

Develop a Plan *(cont.)*

- ◆ Capitalize on existing information
 - UI utilized University of Florida's Continuity of Operations Plan as a starting point
 - Existing plans provide a tested, external perspective and "head start"

- ◆ UI's Plan Development Experience
 - Project started 6-1-2006
 - First full draft completed 9-26-2006
 - On average, 7-10 hours per week
 - Twice weekly 30-60 minute working sessions
 - Completed 2 to 5 bullet points at each session
 - Don't get stalled by nebulous questions or decisions requiring additional study
 - Build in a permanent, cyclical schedule

Test the Plan

- ◆ Confirm that all processes work properly
 - Notify staff of testing – develop good habits
 - 1st test scheduled in advance – most issues found at this time
 - 2nd test scheduled the day after Thanksgiving
 - 3rd test – Surprise! Winter storm
- ◆ Revise as necessary
 - Take thorough notes during each test for review and plan refinement
 - Home ink jet printing was slow & used lots of ink. Buy extra cartridges
 - Home ISP connections slow
 - Web-browser (I.E.) settings and options can be stubborn & difficult to diagnose

Takeaways

- ◆ Do your homework first & well:
Analyze, Assess & Prioritize
- ◆ Keep your plan scope limited
- ◆ Document, Test, Repeat
- ◆ Seek external training to broaden your knowledge base

For More Information, Visit:

- ◆ U.S. Department of Homeland Security
(www.ready.gov)
- ◆ Federal Emergency Management Agency
(www.fema.gov)
- ◆ Disaster Recovery Journal
(www.drj.com)
- ◆ American Red Cross
(www.redcross.com)
- ◆ International Strategy for Disaster Reduction
(www.unisdr.org)

A decorative graphic on the left side of the slide. It features a solid dark green vertical bar. To its right, there is a cluster of semi-transparent, light gray squares of various sizes, some overlapping each other, creating a pixelated or mosaic-like effect.

Thank You and Good Luck!