



Assign Telecommunications to Plan: Indicate essential telephone numbers or circuits for your plan				
<b>Tele # - or - Circuit type</b>	<b>Description</b>			
Ex: 688-HELP	Dedicated help desk number for OIT			

**Assign Vital Records to Processes: Indicate essential vital records for each process**

<b>Process</b>	<b>Record Name &amp; Description</b>	<b>Onsite and Offsite Locations</b>	<b>Attach to Plan?</b>	<b>Media Type</b>	<b>Network Location</b>	<b>RTO</b>
Ex: Payroll	"XYZ Server Reset Instructions": Step-by-step instructions on how to reset the server for the XYZ application		N	LAN/Electronic	N:\Example\Docs_and_Handouts\Reset\XYZResetInstructions"	4 hours

**Assign Workstations to Plan: Indicate how many of each build of workstation you require over time (cumulative)**

<b>Build Type</b>	<b>Build Description</b>							<b>Total</b>
		<i>immediately</i>	<i>within 4 hours</i>	<i>within 24 hours</i>	<i>within 48 hours</i>	<i>within 1 week</i>	<i>within 2 weeks</i>	
Standard Laptop	Pentium 1.6GHz, 512MB RAM, 40GB HD, 48X CD-ROM, 10/100 Ethernet, 14.1" SXGA+ LCD Panel, with MS Office	1					2	2
								0
								0
								0
								0
								0
								0

\* Use this matrix to begin collecting assignment data for your business continuity plan. Please note that this matrix only captures basic information for each category; additional information for each category will be required before plan completion.