

Major Pandemic Assessment Matrix (systems)

Created By Ian Rogers

System Information

System Name :	
Application Owner name & contact details	
System Administrator name & contact details	
Additional contacts for this system	
Primary and Secondary support team Details	
System Vendor	
Department	
Hardware	
Operating System	
Current Recovery Capability	
Backup Details including Software/Frequency and data	

Business Functions			

Provide a brief description / purpose of the system (include main processes and tasks performed): (e.g. Order Management, Core finance system)

What tools are currently used to support or monitor this system

Are there any manual routine tasks which need to be performed in order to keep this system healthy (e.g. E.g manual backup, manual replacement of pricing files, ARE THE OPERATIONAL TASKS DOCUMENTED???)	
Systems	
Infrastructure	
Services/User Groups	
Interfaces	
Backup	

If this system cannot be supported what is the general impact? Explain e.g. what processes or business units will be affected

Can this system be supported from other offices such as India or USA ?

Can this system be supported via VPN whilst working from either home or remote office space

Is there any workaround to resume the service in the event of a disaster during a pandemic ? Describe. What would be required to conduct this workaround ?

Is there any dependencies on third parties , if so is there alternate suppliers

What skills/experience are required in order to support this system?

Please list all the staff members who are capable of supporting this system (do they currently have remote access???) :

Summary of Results	Result

Conclusions

Assessment Results / Comments :

Completed by : _____

Job title : _____

Phone no. : _____

E-mail : _____

Signature : _____

Date : _____