MEMORANDUM
Thursday, February 14, 2013

TO: Dr. Pierce Cantrell  
Vice President and Associate Provost for Information Technology

FROM: Mr. David Sweeney  
Chair, Information Technology Advisory Committee

SUBJECT: Business Continuity Recommendations

Recently, an ITAC subcommittee on Business Continuity (BC) completed their work. The subcommittee conducted a thorough review of TAMU BC rules, SAPs, TACs and planning documents, and also met with multiple units involved in BC. There is much confusion across campus about the relationship of BC to disaster recovery (DR). Although many in the IT community understand that DR is generally a process owned by IT, BC encompasses the entire business with IT as a component. The problem is complicated by TAC 202 which confuses DR and BC.

It is the opinion of the subcommittee, supported by ITAC, that the state of BC on our campus is less than optimal, especially in the area of BC coordination between the units. ITAC recommends the following:

- Engage BC planning at the senior management level of each business unit rather than delegate it to IT or a lower level of management.
- Require all departments to participate in the free Continuity of Business workshops that are offered by the Office of Safety and Security.
- Create a university-wide central repository for BC plans that utilizes a standard methodology for recording such information. This information should be accessible by central planners (e.g. Continuity and Recovery Group) in order to more fully coordinate the university’s BC readiness.
- Educate the TAMU community on the relationship between BC and DR, emphasizing the larger business-oriented scope of BC.

The subcommittee’s full report can be found on the ITAC wiki: http://itacwiki.tamu.edu/Business_Continuity_Subcommittee

I would like to thank Bill Chollett (chair), Steve Conway, John Norton, Jim Rosser, Peter Walsh and Monica Weintraub for this work on this important topic. Please join me in congratulating them on a job well done.